



County Administrator

COCHISE COUNTY, ARIZONA

Welcome to Cochise County, Arizona

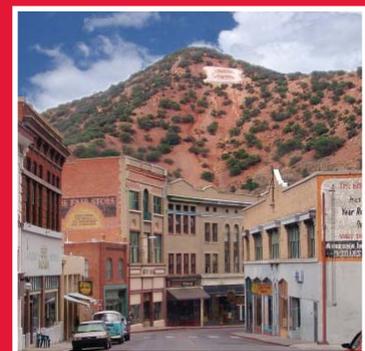
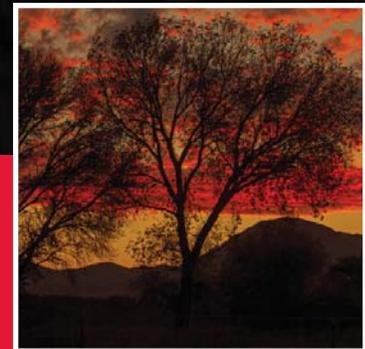
Cochise County, AZ, named for the famous Apache leader Cochise, is nestled into the southeastern corner of Arizona and is bordered by Mexico to the south and New Mexico to the east. Cochise County's 6,219 square miles are home to about 140,000 residents and offer a rugged beauty and diverse landscape from golden grasslands to craggy mountain peaks.

Cochise County's climate, because of its higher elevation than the valley cities of Tucson and Phoenix, offers welcome relief from the height of Arizona's summer heat and in the winter, the warm days and cool nights are a snug refuge for winter visitors from the bone-chilling climates of our northern states. Outdoor recreation opportunities abound and attract hikers, birder watchers, cyclists, and campers year-round.

The Sulphur Springs Valley, in the eastern half of the County, has long been associated with agricultural production. The high desert climate has proved to be perfect for grape production, so now vineyards and tasting rooms share the spotlight with the county's apple, peach, pecan and pistachio orchards.

There are seven incorporated cities in the County: Benson, Bisbee, Douglas, Huachuca City, Sierra Vista, Tombstone, and Willcox, as well as dozens of unincorporated rural communities. Tombstone was the County Seat when Cochise County was established in 1881; however, in 1929, voters decided to move the County Seat to the larger and more prosperous Bisbee, about 30 miles to the south. At that time, Bisbee was the largest city in Arizona and the largest city on the southernmost route between San Francisco and St. Louis, due to the hugely successful copper mining operation, the Copper Queen Mine. Douglas, 25 miles to the east of Bisbee, was established as a smelter for Bisbee's thriving mining operations in the late 1800s and also supported many of the region's largest cattle ranchers.

Founded in 1880, Benson was originally a stopping over point on the Butterfield Overland Stage route, a vital conduit for the US Postal Service to bring news from the east coast. When the Southern Pacific Railroad steamed into town, Benson thrived as a travel and business hub. Willcox also benefitted from the Southern Pacific Railroad. Established as a construction camp for the railroad, Willcox grew into a major railroad artery and from the late 1800s to the 1930s, the Willcox depot was a nationwide ranching and cattle shipping area.



Public Programs...
Personal Service



Photo Credit: Sarah Meggison

The City of Sierra Vista is the youngest and largest city in the County but its roots go back to the early settlement of Arizona by its connection with Fort Huachuca. The Fort was established in 1877 at the foot of the Huachuca Mountains and today is a modern Army post and headquarters for the US Army Intelligence Center. Fort Huachuca is the top employer in Cochise County today and an important stakeholder in the preservation of the San Pedro River, the last major, free-flowing undammed river in the American Southwest. The San Pedro is of major ecological importance as it hosts two-thirds of the avian diversity in the United States, including 100 species of breeding birds and 300 species of migrating birds.

The more you learn about Cochise County, the more you will become convinced that it is a great place to work, live and play.

COCHISE COUNTY GOVERNMENT

Cochise County Government is dedicated to providing public programs with personal service. The County's 900 full-time employees are spread over 30 departments and five service centers County-wide. The organization is led by a three member Board of Supervisors, each member elected every four years by the constituents within the district. The Board of Supervisors is responsible for policies, budget, administrative duties and legislative compliance. They appoint a County Administrator who is delegated responsibilities in the areas of budget development, administration and department oversight. Assisting in the areas of oversight, administration and legislative compliance are the Deputy County Administrator, the Clerk of the Board and Board staff.

Other officials elected to serve the County's residents are the Assessor, the Clerk of the Court, the County Attorney, Constables, Justices of the Peace, the Recorder, the School Superintendent, the Sheriff, Superior Court Judges, and the Treasurer.

Department Directors are appointed in the areas of Community Development, including Highways and Floodplains and Planning and Zoning, Health and Social Services, Finance, IT and various internal service departments.

The County's Strategic Plan emphasizes Customer Service Excellence, Quality Workforce, and Fiscal Responsibility and deals with Public Safety and Justice, Environment and Land Use, Infrastructure Management, and Health and Wellbeing. The Strategic Plan is a living document and is considered when budgetary decisions are made.

Cochise County is a dynamic, forward thinking organization, proud of its heritage yet facing the future with a culture of high-quality services to its citizens, as evidenced by the County's Vision and Mission Statements.

Vision

Cochise County fosters diverse, vibrant and safe communities, planning for the future while honoring our legendary cultural heritage.

Mission

Provide regional leadership and effective, high-quality services with personal and professional integrity.

THE POSITION

(Illustrative Only) Directs and coordinates the overall administration of County Government under policy set by the Board of Supervisors, applicable statutes, regulations and requirements; reviews budget submissions and makes recommendations to the Board of Supervisors for adoption; advises Board of Supervisors regarding the ongoing status of budget, departmental operations, and interaction with elected officials; recommends policy direction to Board of Supervisors; coordinates activities between Board of Supervisors and County Officials, other public and private sector entities, and the general public; directs studies; prepares reports; assists in project development, represents the Board of Supervisors on committees; coordinates intergovernmental agreements; supervises staff.

THE IDEAL CANDIDATE

Cochise County has survived and, to some extent thrived, during the difficult economic times since 2007. The main focus over the past 7 years has been providing outstanding customer service even while resources have been decreasing, demanding accountability throughout all levels of the organization, and maintaining a strong long-term sustainable fiscal position. The County currently has a strong fiscal reserve and the organization's culture is well on its way to providing excellent customer service. Systems of accountability at all levels and within all departments and functional areas are in place. It is now time to look at the next steps in the evolution of Cochise County government.

1. Continued strong financial position - It is imperative that the new manager understand and continue to support the BOS efforts at maintaining a long-term sustainable financial position. This will include assuring efficiencies are realized, including approaching the overall operations on a pay as you go approach. Currently, Cochise County is basically debt free with the exception of a small lease purchase contract.

2. New revenue streams – With the increasing costs of providing services and a decrease in revenues, new revenue streams must be identified and developed. One approach that has clearly made Cochise County financially strong is that of exploring partnerships to either generate revenue or reduce costs. These opportunities need to be expanded on a regional basis.

3. Economic Development – Cochise County is located along the US/Mexico border and takes advantage of cross border traffic for business and culture. There are potential opportunities for the County to explore partnerships with cities and other organizations to facilitate this commerce. In addition, the County owns two airports and significant vacant land adjacent to the airports that needs to be surveyed for possible development.

4. Staff Development and Recruitment – With an aging work force, it is expected there will be many retirements within the next 5 years. This turnover in staffing will be a challenge. Cochise County must prepare itself for this turnover by developing its staff, exploring recruitment techniques to hire top quality replacements, and looking for ways to address services through technology as well as other means to assist in providing excellent customer service during these times of transition.

A strong candidate for this position will exhibit:

- Consensus building amongst wide-ranging, diverse groups.
- Excellent communication skills, both verbally and in writing.
- Strong work ethic.
- Flexibility in an ever-changing, often unpredictable environment.
- Goal oriented approaches to organizational management.
- Clear accountability for his/her own actions and the ability to hold others accountable for their actions.
- Innovation in problem solving.
- Openness to different methods of problem solving.
- Collaboration and a consultative approach when making decisions.
- Strong understanding of fundamental financial matters.
- Able to use various hardware and software to assist in day to day operations and decision making.
 - * Microsoft products
 - * Spreadsheets
 - * Social Media

REQUIREMENTS: A Bachelor's Degree in public administration, management, business or a closely related field; eight (8) years of progressively responsible experience in local government administration; or, an equivalent combination of experience, education, and training which provides the desired knowledge, skills, and abilities of this classification. Must possess and maintain a valid Arizona driver's license. This position requires successful completion of a pre-employment criminal background check.

COMPENSATION AND BENEFITS—The salary for this position is open and will be dependent upon the qualifications and experience of the selected candidate. Benefits provided by the County include retirement; a 457(b) deferred compensation plan; vacation; sick leave and holidays; medical plan; dental insurance; life and disability insurance; medical reimbursement account. An automobile allowance will be provided.

APPLICATION AND SELECTION—To be considered for the position of County Administrator for Cochise County, please submit a resume, and letter of interest to:

Arlethe Rios
Cochise County
Board of Supervisors
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