

Career-defining employment opportunity

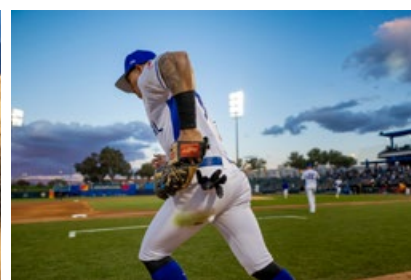
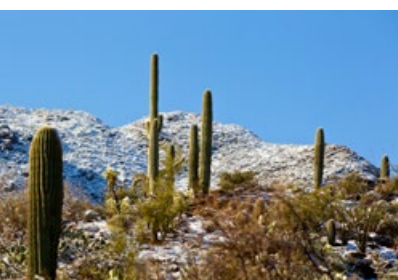
COUNTY ADMINISTRATOR



TUCSON, ARIZONA



FIRST REVIEW OF APPLICATIONS: AUGUST 21, 2026





Pima County is a nationally recognized and lauded County government that provides exceptional constituent services to 1.1 million people. The County Administrator is the locus of our County government, where policy is turned into action. We are looking for a skilled, thoughtful, and innovative leader to continue and advance our culture of excellence in public service.

About Pima County and Tucson



Pima County's seat of government within the City of Tucson has been home to resilient people for more than 4,000 years; it is the longest continuously inhabited place in the continental United States. Our Indigenous, Hispanic, and Western heritages are not just what we once were, they are part and parcel of what we are now. We are a diverse, inclusive community in which 95% of the County's population lives in an expansive valley crisscrossed by ephemeral rivers and surrounded by 9,000-foot mountain ranges. We are national leaders in ecological and cultural conservation, directly protecting nearly 300,000 acres of sensitive desert and mountain ecosystems.



In Pima County, we honor and respect our past and strive to build a resilient and prosperous future.

UNESCO named Tucson its first City of Gastronomy in the United States.



Living in Pima County



There are five municipalities and two tribal nations in Pima County. About two-thirds of residents live in our cities and towns, the rest in the tribal nations or unincorporated County. The University of Arizona in the central city is one of the world's leading research institutions and features marquee athletics programs. People from around the world travel here for our natural beauty, our friendly people, our fascinating history, and our spectacular food. Tucson is internationally famous for its outdoor recreation amenities and opportunities; for its worldclass culinary scene; and for its rich culture and history. Famous Wild West locations such as Tombstone and Bisbee are short, scenic drives from central Tucson; and the massive metropolis of Phoenix, and all it has to offer, especially professional sports, is just up the highway. The metro area is flanked by 9,000-foot mountain ranges, one of which features the southernmost skiing/snowboarding slopes in the United States. All of this and more makes Pima County and Tucson a popular place to live, work, and play.



Accolades:

- 10 Most Popular Places to Move to
- Tucson one of the World's Greatest Places
- Tucson Top 10 Food City
- Top 10 Places for Generation Z



At a Glance

Founded: Nov. 9, 1864 (statehood Feb. 14, 1912)

Size: 9,200 sq. miles (about the size of New Hampshire)

Total Population: 1.1 million (2025 est.)

Metro Population: ~1.05 million (2025 est.)

GDP: \$63 Billion (2025 est.)

Median Household Income: \$70,315 (2024 est.)

Largest Employment Sectors:

- **Government** – 80,200 jobs
- **Professional and Health Services** – 66,200 jobs
- **Trade, Transportation, and Utilities** – 61,000 jobs



Learn More About
Living in Pima
County



About Pima County Government



We **A.R.E.** Pima County! Accountable | Respectful | Ethical

Pima County is more than just a workplace; it's a career with purpose. Here, you can have a meaningful positive effect on the community you call home. With over 7,000 employees across more than 50 departments, we ARE proud to serve the people and places that make Southern Arizona home.

Together, we ARE building a better tomorrow, one job, one person, one purpose at a time.

Vision: Committed to serving residents and fostering a thriving community.

Mission: Creating a prosperous community through sound stewardship and innovative practices, making a difference in quality of life for all.

Values: Accountable | Respectful | Ethical. These values are the foundation of our work and are reflected in every goal, strategy, and service we deliver.

Strategic Pillars



Public Service: Putting People First

- Ensure stability and excellence in government; Deliver high-quality, innovative operations; Align budgeting and staffing with strategic goals



Quality of Life: Building a Prosperous and Healthy Community

- Strengthen public safety through holistic approaches; Foster generational prosperity; Enhance community health and well-being



Infrastructure & Growth: Planning for Tomorrow

- Build and maintain forward-thinking infrastructure; Drive economic growth to meet workforce and housing demands; Promote sustainable development practices



Sustainability & Conservation: Protecting What Matters

- Balance land conservation with responsible growth; Strengthen regional sustainability and climate resilience; Implement climate action and environmental stewardship strategies

Board of Supervisors



Rex Scott
Supervisor, District 1



Dr. Matt Heinz
Supervisor, District 2



Jennifer Allen
Supervisor, District 3



Steve Christy
Supervisor, District 4



Andrés Cano
Supervisor, District 5



Pima County Taxpayers

Elected Official Agencies

Assessor County Attorney Recorder School Superintendent Sheriff Treasurer Clerk of the Superior Court

Courts

Superior Court Juvenile Justices of Peace* Constables*

Board of Supervisors

Clerk of the Board

County Administrator

Deputy County Administrator

Grants Management & Innovation Procurement
Information Technology Office of Digital Inclusion
Facilities Management Health
Library District Human Resources
Stadium District Community & Workforce Development

Deputy County Administrator

Fleet Services Office of Emergency Management
Justice Services Parks & Recreation
Pima Animal Care Center Attractions & Tourism
PCWIN Public Defense Services
Detainee and Crisis Systems Public Fiduciary

Deputy County Administrator

Project Design & Construction Real Property
Development Services Regional Flood Control District
Economic Development Conservation Lands & Resources
Environmental Quality Transportation
Finance & Risk Management Regional Wastewater Reclamation

Chief of Staff

Facility Safety & Security Manager

*Elected

About the County Administrator Position

Job Description and Candidate Criteria

The County Administrator is appointed by the Board of Supervisors and functions as the County's senior executive officer. This role is responsible for delivering a comprehensive range of services through 34 central departments, seven Countywide Elected Officials, and Superior and Justice Courts, overseeing a total annual budget exceeding \$1.8 billion, and supporting a workforce of over 7,000. The County Administrator reports to the Board of Supervisors, provides executive leadership across multiple operations, service delivery, and major initiatives, that are in line with the County's Strategic Plan, Vision, Mission, and Values. Duties may be further enumerated in an individual employment contract between the incumbent and the Board of Supervisors.

Minimum Qualifications

Bachelor's degree in public or business administration or related field and 10 or more years of executive-level management and administration experience in a public or private sector organization that has similar complexity as Pima County.

Experience should include working with government leaders on public policy, economic development, environmental issues, and other private/public sector issues of considerable complexity and scope.

About the County Administrator Position

Pima County has enjoyed tremendous executive stability in the County Administrator position. In the last 30+ years, the County has only had two Administrators. The current Administrator, having worked for Pima County for more than 16 years, with four as Administrator, is retiring. The previous Administrator was in the role for over 28 years. The Board is seeking an individual who will continue this tradition of leadership stability and service excellence.

Ideal Qualities of the Next Pima County Administrator

The County is seeking a collaborative, proactive, and proven top Executive candidate to serve as the next County Administrator.

- Seasoned and accomplished leader.
- Sound stewardship and innovative practices in problem solving, budgeting, infrastructure, strategic planning, negotiations, community relations, economic and community development, environmental services, criminal justice, technology, and health.
- Knowledgeable and experienced in applying the principles of personnel management, assigning, and supervising the work of others, including department heads.
- Demonstrated experience with and resourcing a strategic plan.
- Work closely with the Board of Supervisors on routine, recurring, and special reports on County government activities, fiscal matters, and related issues to ensure they are well informed to make key decisions.
- Thoughtful, decisive, mission driven, and team focused.
- Adept at anticipating and managing areas of potential disagreement and high-profile competing interests to avoid and/or minimize conflict and losses to efficiency or effectiveness.
- Leads by example, sets reasonable goals to achieve outcomes, is supportive of the team culture.

- Excellent interpersonal skills and be inclusive, accessible, and approachable, exhibiting a high degree of personal and professional integrity in alignment with our values of Accountable – Respectful – Ethical.
- Proven success in building partnerships across diverse stakeholders to sustain a sense of community.
- Proven relationship builder, accessible both within and outside the organization and can serve as the “face of the organization” as needed.
- Committed to the highest standards of accountability and integrity.
- Demonstrated experience in collaboration with others to achieve a common mission.
- Experience working with diverse communities and strategies to ensure productive and proactive recurring engagement; and who has experience and/or exposure to diverse cultures and has acknowledged the influence this may have had on their professional and life experiences.
- Experience with maintaining positive working relationships with other Elected Officials within and outside the organization.
- An individual who is comfortable in their own skin, recognizes and appreciates constructive criticism.
- Proactive, recurring communicator with their elected officials, ensuring information is timely in a manner equally to all; keeping them abreast of emerging situations and circumstances within the County.
- Demonstrates independence and professional approach to elected officials by treating all fairly, in a non-partisan manner and recognizes the paramount governance role of the Board, leadership and management implementation strategies that implement the goals of the Board.
- A guide and counselor for the Board, respecting Board authority while respecting constructive oversight, while concurrently able to articulate the Administrator’s thoughts.
- Demonstrates a deep respect for community voices, especially in neighborhoods impacted by housing, financial insecurity, infrastructure needs, and environmental inequities.
- A mindset comfortable with change and the ability to remain calm as a result. With a demonstrated skill to diffuse contentious situations.
- Experience in developing organizational succession planning and talent transfer.
- Has a visible passion for public service and its core mission.
- Authentic, genuine and transparent leadership values.
- Demonstrates humility and a sense of perspective.
- Is politically astute but not politically active.
- An accomplished and articulate communicator who can distill complex matters simply for the public and maintain credibility under stressful situations.
- Appreciates the credibility of the organization’s subject matter experts but can swiftly recognize where special attention for improvement may be needed to deliver the levels of service desired by the Board.
- Can represent the Board’s collective vision, policy action(s) or direction to all the County’s stakeholders, particularly the media or sensitive interests within the community exhibiting overall persona as a “people person” with all stakeholders within the community.
- An active listener and one who can balance their time and attention with the competing tensions
- Has identified the value of employees at all levels within the organization and how all employees are integral to accomplishing the outcomes and priorities desired
- Understands the importance of labor relations, will prioritize open communication across all levels of the organization, and will avoid a top-down, disengaged approach to leadership.

Salary and Benefits

Pima County offers a highly competitive salary and a robust total rewards package featuring flexible benefits that promote physical, mental, and financial well-being.

Salary

The County Administrator is a contracted-employee and salary will be negotiated with the Board of Supervisors, depending on qualifications. The base-pay annual salary for the County Administrator position is **\$299,042 to \$416,041**.

Benefits

- **Health Insurance:** Comprehensive medical, dental and vision plans available
- **Basic Life Insurance:** \$50,000 plan paid by the County
- **Voluntary Benefits:** Life, Accident, Critical Illness and Hospitalization, Legal plans available
- **Short Term Disability:** Paid by the County
- **Health Savings Account:** The County funds Single \$1,000/Family \$2,000 annually
- **FSA:** Flexible Spending Account available
- **Wellness Program:** Promoting healthy living, self-care, and awareness to enhance overall well-being to earn \$1300 annually towards benefits premiums
- **Relocation Assistance:** Up to \$10,000
- **Employee Assistance Program:** Paid by the County
- **Educational Assistance Program:** Up to \$5,250 per year towards educational reimbursements
- **Automobile Allowance:** \$550 per month
- **Pension Plan:** Arizona State Retirement System (ASRS) – a defined benefit retirement plan which includes Long Term Disability
- **457 Deferred Compensation Plans:** Nationwide Insurance plans available
- **Holidays:** 10 paid holidays and 2 administrative leave days per year
- **Leaves:** Sick, Vacation, and Paid Military Leave
- **Paid Parental Leave:** 12 weeks paid leave

Recruitment Timeline*

First Review of Applications8/21/26
Semi-Finalists Interviews, In-Person or Virtual.....9/28/26 to 10/2/26 (*will provide specific dates when scheduled*)
Finalists Interviews, In-Person10/19/26 and 10/20/26
Selection.....10/27/26
Start Date.....January 2027

To Apply:

The recruitment will remain open until the position is filled. The first review of applications is scheduled for August 21, 2026. To apply, please send a letter of application, detailed résumé, and salary expectations to:

SLAVIN MANAGEMENT CONSULTANTS

Robert E. Slavin, President or John Kross, Southwest Regional Manager.

3040 Holcomb Bridge Road, Suite A-1, Norcross, Georgia 30071

Phone: (770) 449-4656 • Fax: (770) 416-0848

e-mail: slavin@bellsouth.net • www.slavinmanagementconsultants.com

John Kross Contact Information: (480) 797-4487 or johnkross@psmconsulting.us

Electronic submissions are required.

PIMA COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER



Learn More
About the
County
Administrator
Employment
Opportunity



Board of Supervisors

Jennifer Allen, *Chair*, District 3

Dr. Matt Heinz, *Vice Chair*, District 2

Rex Scott, District 1

Steve Christy, District 4

Andrés Cano, District 5

Pima County Administrator

Jan Leshner

Deputy County Administrators

Carmine DeBonis, Jr.

Steve Holmes

Chad Kasmar