



**ADMINISTRATIVE SERVICES
STRATEGIC BUSINESS PLAN
FY 2012/2013**

COUNTY VISION

Pinal County Government provides progressive and proactive leadership in the areas of economic development, state-of-the-art technologies, growth management, and public services to promote healthy and safe communities.

COUNTY MISSION

Pinal County Government protects and enhances its citizens' quality of life by providing public services in an ethical, efficient, and responsible manner delivered by a motivated, skilled, and courteous workforce.

DEPARTMENT MISSION

The Mission of the Assistant County Manager for Administrative Services is to provide leadership, research, resource allocation, and special district services to Pinal County stakeholders and ten Administrative Services Departments so they can receive the information and guidance necessary to provide efficient and effective services.

SUMMARY OF MAJOR SERVICES PROVIDED:

- Reports
- Direction
- Employee Supervision Meeting
- Inquiry Responses
- Strategic Business Plans
- Issue Resolutions
- Special Projects
- Budgets
- Department Structures
- Policies/Procedures
- Employee Evaluations
- Program Evaluations
- Recommendations
- Leadership

ISSUE STATEMENTS

Issue 1: Supervision

Direct supervision and management of the 10 Administrative Services departments will, if not addressed, result in:

- Lack of coordination within the Pinal County organization
- Inability to achieve 90% of the Departments' respective goals for the Fiscal Year
- Inefficient and ineffective service delivery

Issue 2: Leadership

Providing guidance and leadership to the 10 Administrative Services Directors will, if not addressed, result in:

- Lack of coordination with stakeholders and other local governments
- Lack of continuity of services between local governments
- Ineffective service delivery
- Duplicative efforts resulting in inefficient use of resources
- Lack of representation at state and national levels

COUNTY PRIORITY ALIGNED TO:

The Assistant County Manager for Administrative Services provides management, oversight, and analysis services to the Board of Supervisors, County Elected and Appointed Officials, County staff, and the public so they can have an understanding of the progress towards/achievement of County Priorities in order to make informed decisions. This results in:

- 100% of ongoing expenses equal to ongoing revenues and use of fund balance is used for one time (non-recurring) expenditures
- 100% achievement of a financial rating of "A" as determined by Standard & Poor's indices

CROSS CUTTING ISSUES

The County Manager and Assistant County Managers are responsible for facilitating the review and solution of all identified cross-cutting issues in the County.