

DEPUTY COUNTY ADMINISTRATIVE OFFICER

DEFINITION

Under administrative direction of the County Administrative Officer, assists in the general administration of the County; Provides support and supervision over selected policy, operational, personnel, and fiscal matters within the County Administrative Office and Clerk of the Board; assists with interdepartmental and intergovernmental programs or projects; provides highly complex staff assistance to the County Administrative Officer and performs related duties as required.

Under the direction of the County Administrative Officer may plan, organize and administer the day-to-day operations of the Divisions of Facilities Maintenance, Property Planning and Management, Purchasing, Fleet, and Information Technology (IT). May also be designated as the County's Purchasing Agent by the Board of Supervisors.

DISTINGUISHING CHARACTERISTICS

The Deputy County Administrative Officer is an "at-will" executive level management classification that reports to the County Administrative Officer. Incumbents lead executive and senior managers and model behaviors that exemplify customer service; provide effective and ethical leadership; creatively and strategically plan, develop and implement programs to achieve results; are accountable for strategy and goal formation consistent with the County's mission; build rapport, foster relationships, and promote involvement with diverse stakeholders; and efficiently use public resources. Incumbents are results oriented and committed to public service. The work requires initiative, judgment, discretion, and ability to make independent decisions within established policies and procedures set forth by the Board of Supervisors, County Administrative Officer, and federal, state and local, laws, ordinances, and regulations. Incumbents participate in high level decision making regarding proposed policies, procedures, and legislation and must demonstrate a high level of integrity and discretion.

EXAMPLES OF ESSENTIAL DUTIES:

Consults with and assists the County Administrative Officer in the development and implementation of goals, objectives, and programs for the Board of Supervisors and the County.

Assists in developing administrative policies, procedures, and work standards to ensure that the goals and objectives are met, and that programs provide mandated services in an effective, efficient, and economical manner.

Assists in the developing of the annual budget for the County; provides budgetary direction to County department heads;

Tracks and monitors revenue sources and correlating expenditures and reports accordingly to the Board of Supervisors.

Provides budgetary expertise for other County management staff and elected officials.

Prepares and recommends long and short term plans for county service provision, capital improvements, and funding; monitors changes in laws, regulations, and technology that may affect County operations.

May represent the County Administrative Officer and Board of Supervisors in meetings with governmental agencies, special districts, advisory bodies, community groups and others.

Conducts analysis of administrative problems as identified by the County Administrative Officer and/or Board of Supervisors, deals with the most sensitive public complaints and issues.

Evaluates assigned staff;

Oversees the preparation of reports, memoranda, special studies or research.

May perform, as directed, a broad range of administrative and management duties.

Assists the County Administrative Officer in evaluating the work of appointed department heads and other key management staff.

May act as appointed department head if circumstances arise that cause a vacancy or extended absence of an appointed department head.

May act as the County Administrator Officer in his/her absence or at the request of the County Administrative Officer.

Provides administrative assistance to the Board of supervisors and acts as a resource to the Board members as needed.

Performs specialized and complex administrative work involving the use of considerable independent judgment and the maintenance of a high degree of confidentiality.

May plan, organize, direct, and assume responsibility for the full array of the Administrative Services functions including, but not limited to, Facilities Maintenance, Property Planning and Management, Purchasing, Fleet, and Information Technology (IT).

Reviews items submitted for the Board agenda for adherence to policy and to identify follow-up action by Administration or County Departments: identifies areas of concern for resolution and/or referral; meets with Clerk of the Board staff to review and coordinate agenda preparations. Prepares and reviews agenda items and back up documentation.

May direct County purchasing activities, assuring compliance with established procurement policies and procedures.

Attends or directs subordinate staff to attend hearings and meetings of the Board of Supervisors and Assessment Appeals Board.

Receives and responds to inquiries, correspondence and requests for assistance from citizens, departments, Board of Supervisors and various agencies.

Performs duties, as required by statute.

Performs related work as assigned.

EMPLOYMENT STANDARDS

Any combination of education and experience sufficient to directly demonstrate possession and application of the following:

Knowledge of:

Current administrative principles and practices, including goal setting, program development, implementation, and evaluation.

Organization of County government, operations, policies, and functions and their relationship to federal, state, and municipal governments.

Fiscal administration, including budget development/ preparation, expenditure control, and revenue projections.

Principles and practices of public finance and governmental accounting/budgeting.

Pertinent Federal, State, and local laws, codes, regulations, and practices in a County government and union environment; organizational and management practices as applied to fiscal analysis and evaluation, including the implementation of related programs, policies and procedures.

Principles and practices of supervision, project planning, employee relations, training, management methods, performance evaluation, and procedures.

Versatile communication styles and approaches.

Modern office practices, methods, and equipment, including computer software and hardware.

Ability to:

Assist with the general administration of County government.

Plan, direct, manage, and oversee the development and monitoring of the County's Budget.

Perform difficult analytical and administrative work involving the use of objective analysis, independent judgment, and personal initiative.

Affect successful outcomes for the County through use of masterful leadership, collaboration, and a keen understanding of the organization, its goals, and the interests of all parties.

Maintain focus, passion and intensity during times of adversity in order to achieve a desired outcome.

Interpret, apply, and ensure compliance with applicable federal, state, and local laws, rules, and regulations.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of identified goals.

Respond in a timely and flexible manner to requirements of the Board of Supervisors.

Organize and prioritize a variety of projects and multiple tasks with conflicting deadlines in an effective and timely manner to meet critical timelines.

Prepare and present clear and concise correspondence, reports, and recommendations.

Supervise, train, and evaluate the work of professional staff; effectively represent the County's interests within conflicting, diverse, and complex issues and situations using tact, patience, and courtesy.

Establish and maintain cooperative working relationships with staff, other departments and agencies, the private sector, and the public.

EXPERIENCE AND TRAINING GUIDELINES:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Five (5) years of professional management experience within a large entity to include public administration, human resource management and fiscal management.

Training: Graduation from an accredited four-year college or university with a Bachelor's degree in business administration, public administration, or a closely related field.

LICENSE OR CERTIFICATE:

Possession of, or ability to obtain within 60 days of appointment, an appropriate California driver's license.

PHYSICAL EFFORT:

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various County and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects, up to 50 pounds, as necessary to perform job functions.

WORKING CONDITIONS:

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing County policies and procedures.