



NOVEMBER 2016
FLSA: EXEMPT
Bargaining Unit: UD
JCN: 1226

CHIEF ADMINISTRATIVE OFFICER

DEFINITION

Under policy direction of the Board of Supervisors and in accordance with County ordinances, plans, organizes, coordinates, and administers through management staff, all County functions and activities; provides policy guidance and coordinates the activities of department heads; fosters cooperative working relationships among County departments and with intergovernmental, regulatory agencies, and various public and private groups; provides highly responsible and complex professional assistance to the County departments and Board of Supervisors; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives policy direction from the Board of Supervisors. Exercises general direction and supervision over management, supervisory, professional, technical, and administrative support staff through subordinate levels of management and supervision.

CLASS CHARACTERISTICS

Under a delegation of authority from the Board of Supervisors, this class has the overall responsibility for policy development, program planning, fiscal management, administration, and operation of all County functions, programs, and activities. The incumbent is responsible for accomplishing Board of Supervisors and County goals and objectives and for ensuring that the community is provided with desired and mandated services in an effective, cost efficient manner.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

- Plans, organizes, and administers operations of the County either directly or through subordinate management and supervisory staff; coordinates and evaluates the work of the County in accordance with applicable laws, codes, and regulations and adopted policies and objectives of the Board of Supervisors (Board).
- Directs and coordinates the development and implementation of goals, objectives, and programs for the Board and the County; develops 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.
- Oversees the preparation of the annual budget for the County; authorizes directly, or through staff, budget transfers, expenditures, and purchases; provides information regarding the financial condition and needs to the Board.
- Attends all Board meetings and advises the Board on issues, programs, and financial status; prepares and recommends long- and short-term plans for County service provision, capital improvements, and funding; and directs the development of specific proposals for action regarding current and future County needs.
- Represents the County and the Board in meetings with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Provides for the investigation and resolution of complaints regarding the administration of and services provided by the County.
- Performs investigations, studies, or surveys as the Board may request or as deemed necessary for the efficient and effective use of the County's resources.

- Provides for contract services and franchise agreements; ensures proper performance of obligations to the County; has responsibility for enforcement of all County codes, ordinances, and regulations.
- Oversees the selection, training, professional development, and work evaluation of County staff; oversees the implementation of effective employee relations programs; provides policy guidance and interpretation to staff; serves as the hearing officer for grievances and discipline hearings; recommends the selection of department heads to the Board.
- Directs the preparation of and prepares a variety of correspondence, reports, policies, procedures, and other written material.
- Ensures the maintenance of working and official County files.
- Ensures that the Board is kept informed of County functions, activities, and financial status, and of legal, social, and economic issues affecting County activities.
- Monitors changes in laws, regulations, and technology that may affect County operations; implements policy and procedural changes as required.
- Responds to the most complex, difficult, and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation.
- Principles, practices, and procedures of public administration in a county setting.
- Functions, services, and funding sources of a county government.
- Functions, authority, responsibilities, and limitations of an elected Board.
- Applicable federal, state, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to assigned area of responsibility.
- Principles, practices, methods, and procedures of county government budget development, administration, and accountability; fiscal and personnel management, cost accounting, and public funding as related to county government administration.
- Current social, political, and economic trends affecting county government and service provision.
- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for effectively representing the County in contacts with government agencies, community groups, and various business, professional, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Plan, administer, coordinate, review, and evaluate the functions, activities, and staff of the County.
- Work cooperatively with, provide highly complex and responsible staff support to, and implement the policies of the Board.
- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls.

- Oversee all County financial activities, including administering investments, the development and implementation of the County budget, and the control of all expenditures and purchases.
- Interpret, apply, explain, and ensure compliance with applicable federal, state, and local laws, rules, regulations, policies, and procedures.
- Conduct effective negotiations and effectively represent the County in meetings with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations, and the media.
- Serve effectively as the administrative agent of the Board.
- Direct the preparation of and prepare, verify, analyze, and reconcile clear and concise reports, records, correspondence, policies, procedures, and other written material.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Gain cooperation through discussion and persuasion.
- Appraise situations and people accurately and quickly and adopt an effective course of action.
- Perform mathematical computations.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the County in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Use computer systems, software applications, and modern business equipment to perform a variety of work tasks.

Education and Experience:

Any combination of the required experience, education, and training that would provide the essential knowledge, skills, and abilities is qualifying.

Bachelor's degree from an accredited four-year college or university with major coursework in public or business administration, political science, planning, public policy, finance, or a related field, and ten (10) years of professional-level experience in progressively responsible administrative, operational, budgetary, or similar management analytical work, four (4) of which must be in a County Executive/Administrative Office setting, City Manager Office, or comparable public agency dealing with major public policy issues; and three (3) of which must be in a management capacity. A master's degree in public or business administration or a closely related field is highly desired.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment and a satisfactory driving record.

PHYSICAL DEMANDS

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 and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer 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. Reasonable accommodations will be made for individuals on a case-by-case basis.

ENVIRONMENTAL 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 members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

May be required to attend meetings outside of regular working hours.