

DEPUTY CHIEF ADMINISTRATIVE OFFICER

DEFINITION

Under administrative direction, coordinates the work of specified County offices, divisions and departments, both elective and appointive, or a complex function within the Chief Administrative Office; analyzes and recommends policies and procedures related to the departments; and provides highly complex staff assistance to the Chief Administrative Officer and Assistant Chief Administrative Officer.

DISTINGUISHING CHARACTERISTICS

The Deputy Chief Administrative Officer has responsibility for coordinating the activities of assigned departments that provide diverse services, or for a complex function within the Chief Administrative Office involving work performed for or by various offices, divisions and departments. The incumbent may be assigned to manage or oversee programs or divisions and perform the duties of subordinate staff and uncovered workloads within the Chief Administrative Office.

EXAMPLES OF DUTIES (Illustrative Only)

Duties may include, but are not limited to, the following:

- Coordinate the work of assigned County departments, divisions and/or offices, especially those activities, programs and projects involving multiple departments and internal services functions.
- Direct the operations and personnel of internal service departments.
- Consult with elected and appointed department heads concerning policy, administrative and operational problems in assigned departments.
- Monitor and review operations of assigned departments for policy, fiscal, operational and political impacts.
- Conduct, or assist with conducting policy, staffing and operational studies, primarily involving assigned departments.
- Review, develop and coordinate the installation or implementation of new systems, projects, programs and procedures.
- Assists with budget development and budget administration as requested
- Provide support and supervision over selected policy, operational, personnel and fiscal matters within the Office of Chief Administrator; and assist in the preparation of the County budget.
- Represent the Chief Administrative Office with the public on a variety of boards, task forces and committees and with other public agencies related to assigned departments; participate in outside community and professional groups and committees; provide technical assistance as necessary.
- May assist as requested budget development activities including the development of expenditures and revenue projections.

- May perform analytical activities for selected complex or major departments and/or projects.
- May manage or supervise on either a continuous or intermittent basis, a variety of departments, activities and subordinate staff.
- Build and maintain positive working relationships with co-workers, other County employees and the public using principles of good customer service.
- Research and prepare technical and administrative reports; prepare written correspondence.
- Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of public administration, including county government operations.
- Principles and practices of administrative analysis.
- Principles and practices of policy development and implementation.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- Principles and practices of business correspondence and report writing.
- Pertinent local, State and Federal laws, rules and regulations.
- Budgeting procedures and techniques.
- Principles and practices of organizational analysis and management.
- Principles and practices of supervision, training and personnel management.
- Modern office procedures and computer equipment.

Ability to:

- Coordinate and administer complex operations and projects.
- On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports; know laws, regulations and codes; observe performance and evaluate staff; problem solve department related issues; remember various rules; and explain and interpret policy.
- On a continuous basis, sit at desk and in meetings for long periods of time. Intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone and communicate through written means.
- Conduct administrative and financial analyses and recommend and implement effective course of action.
- Prepare and administer a budget.
- Supervise, train and evaluate personnel.
- Interpret and explain various policies and procedures.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Gain cooperation through discussion and persuasion.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Work with various cultural and ethnic groups in a tactful and effective manner.
- Communicate clearly and concisely, both orally and in writing.

Other Requirements:

Must possess a valid driver's license.

Education and Experience:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in business or public administration or a related field AND five years of increasingly responsible experience in county government including two years of management responsibility.