



NOVEMBER 2016
FLSA: EXEMPT
Bargaining Unit: UM
JCN: 0144

DEPUTY CHIEF ADMINISTRATIVE OFFICER

DEFINITION

Under administrative direction, and in accordance with County ordinances, assists in the general administration of the County; 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; assists with interdepartmental and intergovernmental programs or projects; provides highly complex staff assistance to the Chief Administrative Officer and Assistant Chief Administrative Officer; and, performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Assistant Chief Administrative Officer or Chief Administrative Officer. Exercises general direction and supervision over management, supervisory, professional, technical, and administrative support staff through subordinate levels of supervision.

CLASS CHARACTERISTICS

This is executive management classification within Chief Administrative Office. Incumbents are responsible 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. Successful performance of the work requires knowledge of public policy, as well as municipal functions and activities, including the role of an elected Board of Supervisors (Board), and the ability to develop, oversee, and implement projects and programs in a variety of areas. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives, and for furthering the County's goals and objectives within general policy guidelines.

This classification is distinguished from the Principal Management Analyst by the overall accountability, responsibility, and administrative and fiscal impact on the County.

This classification is further distinguished from the Assistant Chief Administrative Officer in that the latter is responsible for an assigned portfolio of County department and serves as acting Chief Administrative Officer in his/her absence.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

- Coordinates the work of assigned County departments, divisions, and/or offices, especially those activities, programs, and projects involving multiple departments and internal services functions.
- Assists with planning, organizing, and administering 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.
- Directs the operations and personnel of internal service departments.
- Consults with elected and appointed department heads concerning policy, administrative, and

- operational problems in assigned departments.
- Monitors and reviews operations of assigned departments for policy, fiscal, operational, and political impacts.
- Conducts or assists with conducting policy, staffing, and operational studies, primarily involving assigned departments.
- Reviews, develops, and coordinates the installation or implementation of new systems, projects, programs, and procedures.
- Assists with budget development and budget administration as requested.
- Provides support and supervision over selected policy, operational, personnel, and fiscal matters within the Chief Administrative Office; and assists in the preparation of the County budget.
- Represents 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; participates in outside community and professional groups and committees; provides technical assistance as necessary.
- May assist, as requested, with 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.
- Builds and maintains positive working relationships with co-workers, other County employees, and the public using principles of good customer service.
- Researches and prepares technical and administrative reports; prepares written correspondence.
- In the absence of both the Chief Administrative Officer and the Assistant Chief Administrative Officer, assumes the responsibility of the Chief Administrative Officer as needed.
- Performs 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.
- Applicable federal, state, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to assigned area of responsibility.
- Principles and practices of organizational analysis and management.
- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles, practices, methods, and procedures of county government budget development, administration, and accountability; fiscal, contract, and personnel management, cost accounting, and public funding as related to county government administration.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Current social, political, and economic trends affecting county government and service provision.
- 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:

- Coordinate and administer complex operations and projects.
- Conduct administrative and financial analyses and recommend and implement effective course of action.
- Prepare and administer a budget.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Interpret and explain various policies and procedures.
- Analyze budget and technical reports and problems, interpret and evaluate staff reports; 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.
- Gain cooperation through discussion and persuasion.
- 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.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- 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 six (6) years professional-level experience in progressively responsible administrative, operational, budgetary, or similar management analytical work within a public agency. Experience leading organizational initiatives within a County Executive/Administrative Office setting, City Manager Office, comparable public agency, or dealing with major public policy issues is preferred. Two (2) years of supervisory experience is also preferred.

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.