



NOVEMBER 2016  
FLSA: EXEMPT  
Bargaining Unit: UM  
JCN: 0141

## **ASSISTANT CHIEF ADMINISTRATIVE OFFICER**

### **DEFINITION**

Under administrative direction, plans, organizes, coordinates, and assists the Chief Administrative Officer (CAO) in the overall administration of County government; provides policy guidance and coordinates the activities of assigned County staff and services; coordinates the County's annual budget preparation process; fosters cooperative working relationships with civic groups, intergovernmental agencies and County staff; provide highly complex staff assistance to the CAO and acts for the CAO as designated; and performs related duties as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

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

### **CLASS CHARACTERISTICS**

This is a single position executive level management classification, within the office of the CAO, provides program planning, policy development and oversight, and long range financial and strategic planning for the County as well as provides operational management to assigned functions that report to the CAO's office. Successful performance of the work requires knowledge of public policy, municipal functions and activities, including the role of an elected Board of Supervisors, 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.

### **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).
- In the absence of the Chief Administrative Officer, to assume the responsibility of the Chief Administrative Officer as needed.
- Assists in the direction and coordination of the development and implementation of goals, objectives, and programs for the Board 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.
- Coordinates the preparation of the annual budget for the County which includes supervision and participation in the review of budget proposals made by County departments; reviews and makes recommendations regarding requests for mid-year budget transactions; prepares a variety of fiscal projections for the Board as required; identifies and evaluates potential revenue sources.
- Prepares and recommends long- and short-term plans for County service provision, capital improvements, and funding; and coordinates 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.

- Directs the development of management systems, procedures, and standards for program evaluation, and monitors developments related to specified service areas.
- Reviews and makes recommendations regarding a wide variety of proposals, contracts, and other actions involving the performance of in-depth budgetary, organizational, staffing, service delivery, and policy analyses.
- Acts in the absence of CAO; represents the CAO and Board before various community or special interest groups.
- Coordinates capital projects for the County; monitors and directs the processing of contracts, building leases, and general leases.
- Conducts or coordinates contract negotiations for special services and drafts contracts for Board approval.
- Informs the Board 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; analyzes proposed legislation for local impact; prepares legislative proposals for consideration by the Board, and acts as a legislative advocate for the County as required.
- 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, contract, and personnel management, cost accounting, and public funding as related to county government administration.
- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Current social, political, and economic trends affecting county government and service provision.
- 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.

- Coordinate 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.
- 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.
- Prepare and present clear and concise reports and oral presentations.
- Perform mathematical computations.
- Interpret and explain various policies and procedures.
- 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.
- 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 eight (8) years of professional-level experience in progressively responsible administrative, operational, budgetary, or similar management analytical work, two (2) 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.