

CHIEF ADMINISTRATIVE OFFICER

DEFINITION

Under general 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 with civic groups, inter-governmental agencies and County staff; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

This class has 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 DUTIES (Illustrative Only)

- Plans, organizes, coordinates, and directs through County elected officials, department heads and support staff the work of the County.
- Directs the implementation of goals, objectives, policies, procedures and work standards for the County.
- Directs the development and implementation of management systems, procedures and the application of standards for program evaluation on a countywide basis.
- Works closely with the Board of Supervisors, members of commissions and committees, a variety of public and private organizations, and citizen groups in implementing programs and projects to solve identified problems.
- Advises the Board of Supervisors on issues and programs; prepares and recommends long-range plans for County services and programs and develops specific proposals for action on current and future County needs.
- Makes final interpretations of County regulations and various ordinances, codes and applicable laws to ensure compliance.
- Provides administrative direction to appointed department heads and administrative liaison with elected department heads.
- Has overall responsibility for the preparation and administration of the annual budget for the County.
- Represents the County in contacts with governmental agencies, community groups, and various businesses, professional and other organizations directly or through subordinate staff.
- Coordinates the preparation of a wide variety of reports or presentations to the Board of Supervisors or outside agencies.
- Directs the selection, supervision and the work evaluation of departmental personnel, and oversees all employee relations and human resources management activities of the County.

QUALIFICATIONS

Knowledge of:

- o Administrative principles and methods, including goal setting, program and budget development and implementation and employee supervision.
- o Principles, practices and program areas related to the management of a full-service County government.
- o Applicable legal guidelines and standards affecting County administration.
- o Principles and practices of budget development and administration.
- o Funding sources impacting program and service development.
- o Social, political and environmental issues influencing public agency program administration.

Skill in:

- o Planning, organizing, administering and coordinating a variety of large and complex County governmental services and programs.
- o Selecting, motivating and evaluating staff and providing for their training and professional development.
- o Developing and implementing goals, objectives, policies, procedures, work standards and internal controls.
- o Analyzing complex technical and administrative problems, evaluating alternative solutions and adopting effective courses of action.
- o Preparing clear and concise reports, correspondence and other written materials.
- o Exercising sound independent judgment within general policy guidelines.
- o Establishing and maintaining cooperative working relationships with the Board of Supervisors, elected officials, department heads and a variety of citizens and public and private organizations.

Other Requirements:

Must possess a valid driver's license.

Education and Experience

~~Substantial management and administrative experience in a large governmental or similar public agency setting.~~ Bachelor's degree from an accredited college or university with major course work in business or public administration, economics, finance, accounting or a closely related field AND six years of professional level experience in progressively responsible administrative, - operations, budgetary or similar management analytical work. Two years of the required experience in a Chief Administrative Office setting, City Manager Office, or comparable public agency dealing with major public policy issues is preferable. Master's degree from an accredited college or university in the fields set forth above is preferred.

NOTE: The above qualifications are a typically accepted way of obtaining the required knowledge and skills.