

**COUNTY ADMINISTRATIVE OFFICER**

DEFINITION

Under administrative direction of the Board of Supervisors, performs highly responsible administrative work in the coordination of County programs, the analysis of organization systems and methods, and the review and coordination of County budgets. Provides guidance to County Department Heads. Serves as Chairperson of the County Management Council. Performs related professional and administrative work as required.

DISTINGUISHING CHARACTERISTICS

This is the highest-level administrator reporting to and serving at the pleasure of the Board of Supervisors. The incumbent serves at the pleasure of the appointing authority and is accountable for accomplishing the County's administrative goals and objectives within policy guidelines.

SUPERVISION RECEIVED AND EXERCISED

Provides direct supervision of Administrative personnel; provides guidance to County Department Heads, under direction of the Board of Supervisors.

EXAMPLES OF DUTIES -- Duties may include, but are not limited to, the following:

Acts as County Administrator, providing assistance to the Board of Supervisors, County Departments and outside agencies.

Implements the policies adopted by the Board of Supervisors in conducting the daily business of the County.

Attends and participates in meetings of the Board of Supervisors and supervises agenda preparation and follow-up. Provides assistance and direction to County Departments and staff in the preparation of agenda items and backup documentation.

Acts as a Department Head for the County Administrative Office. Supervises, assigns and reviews the work of administrative staff; hires and discharges department personnel.

Conducts non-elected Department Head recruitments and recommends a minimum of two qualified candidates to the Board for final consideration (appointment).

Assists the Board of Supervisors in evaluating the performance of all non-elected Department Heads against established goals and objectives consistent with the organization's strategic plan and reviews

the evaluation with the Board of Supervisors and with each Department Head individually in closed session.

Serves as the County's Economic Development Coordinator, including business development, job creation, and the appropriate revenue sources for implementation and program administration. Knowledge of and experience in grant administration.

Develops, presents to the Board for approval, and implements County policies and procedures.

Analyzes legislation for impact to County operations and procedures and coordinates with the Board of Supervisors for appropriate action.

Oversees the County's purchasing activities, ensuring compliance with established policies and procedures.

In conjunction with the Personnel Director provides oversight to the County's personnel functions, including employer-employee relations, negotiations, classification studies, benefits, affirmative action, safety, and training programs.

Interviews and selects, or makes recommendations for the selection of, consultants and contractors of County-wide concern. Negotiates contract terms.

Acts as the County's agent on real property transactions.

Coordinates preliminary, mid-year and final budget hearing processes in conjunction with the Department of Finance; prepares independent budget analysis and provides recommendations to the Board of Supervisors. Administers individual budgetary units within the purview of administration.

Composes or provides staff direction to draft agreements, resolutions, reports, ordinances, spreadsheets, and correspondence.

Coordinates the County's computer, technology, public information, records and privacy programs.

Serves as the County's representative on various boards committees and task forces.

Serves as the County's liaison to local Superior Court operations.

Represents the County at state, community and other meetings as required to conduct County business.

Serves as the Board's liaison to Glenn Medical Center.

Participates in the County Administrators Association, including the legislative programs.

Performs related work as required.

QUALIFICATIONS:

Knowledge of:

Pertinent federal, state and county laws and regulations pertaining to county government operations

Effective communications and collaborative methods of consensus building.

Principles, practices and techniques of public administration.

Comprehensive administrative knowledge.

Principles and practices of county government financial administration.

Advanced research techniques, methods and procedures.

Administratively involved in developing, directing and supervising various programs of the County.

Modern office practices and technology, including the use of computers for data and word processing.

Principles of supervision, training and performance evaluation.

Ability to:

Analyze a variety of complex administrative and organizational problems and make sound policy and procedural recommendations.

Properly interpret and make decisions in accordance with laws, regulations, and policies.

Use independent judgment and discretion in supervising various programs of the County.

Plan and develop daily, short and long-term goals related to County purposes.

Assist, motivate, and provide supervision and/or leadership to a diverse staff.

Plan and coordinate the most effective use of personnel, facilities and resources to achieve County goals.

Work under highly stressful conditions relating to meeting deadlines, public pressures and scrutiny, internal problems, etc..

Compile, organize, and utilize various financial information necessary in the preparation and administration of County and departmental budgets.

Assemble and analyze information and prepare written reports in a clear, concise manner.

Maintain effective working relationships with those contacted on the job.

Use computers for data or word processing.

Perform related mathematical calculations quickly and accurately.

Communicate clearly and concisely, both orally and in writing.

EXPERIENCE AND TRAINING GUIDELINES:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of high-level administrative experience in county or related government law, including trial experience; and

Training:

Bachelors degree with major coursework in Public or Business Administration or in a closely related field.

LICENSE OR CERTIFICATE:

Possession of, or ability to obtain within 60 days, an appropriate California driver's license.

PHYSICAL EFFORT: \_\_\_\_\_

Requires the ability to exert a small amount of effort in sedentary to light work involving moving from one area of an office to another; to operate a motor vehicle. Requires the ability to be effective with audio-visual discrimination and perception required for communicating with others.

WORKING CONDITIONS:

Normal office environment. Requires the ability to work under stress.

Classification Code:	0086000
Bargaining Unit:	04
FLSA Status:	N
Workers' Compensation Code:	8810
Pay Table:	CNTY
Range:	555