

DEPUTY COUNTY ADMINISTRATIVE OFFICER - ADMINISTRATION

DEFINITION

Under general direction, performs complex operations analysis work to assist in the administration of the county in resolving administrative and management issues; coordinates and supervisors County department operations; responsible for major functional areas including policy recommendations; to assist interdepartmental and intergovernmental programs or projects; reviews expenditures and interdepartmental budgets during the fiscal year; supervises the workload of professional, administrative and technical staff of the County Administrative Office.

DISTINGUISHING CHARACTERISTICS

This classification is located in the County Administrator/Clerk of the Board/Board of Supervisors Office; functions independently and is expected to possess a comprehensive knowledge of the County's political environment, policies and procedures, and organizational development strategies; performs specialized duties in a highly independent manner involving exposure to and the tactful handling of sensitive and confidential issues; serves as a resource to the County Administrative Officer and Board of Supervisors; acts as Assistant Clerk of the Board; reports to the County Administrative Officer and acts in his /her capacity in his/her absence.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the County Administrator and directly supervises Clerk of the Board staff.

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

Performs specialized administrative duties in support of the County Administrator and the Board of Supervisors.

Provides technical and administrative assistance to departments and other appropriate agencies; coordinates and provides leadership on matters having interdepartmental application; represents the County Administrator and/or Board of Supervisors as assigned.

Responds to requests for information from the public and county department personnel.

Conducts and coordinates research and studies in the review of County administrative and modernization strategies, such as organization structure and planning, administrative and operational policy, workload and efficiency, and financial and statistical trends.

Furnishes advice and information to County Administrator and/or Board of Supervisors as needed; reviews all Board agenda items to assure compliance with County goals and policies.

Coordinates information and assures effective communications between County departments; clarifies and reconciles issues relating to County policies and procedures.

Confers with department officials, public officials and other professionals to define and develop strategies to achieve program objectives.

Manages and directs the daily activities of staff within the County Administrative Office through appropriate delegation, managerial support, and work supervision; assures the quality of work products.

Guides and assists Department staff; provides coaching, counseling and assistance on professional responsibilities and technical skills; prioritizes and assigns tasks; develops staff skills and conducts performance evaluations; identifies training needs and provides training for staff.

Relieves the County Administrator of a variety of administrative tasks; administers the business functions of the office; purchases supplies and equipment and maintains personnel records; organizes and coordinates work flow of staff; coordinates scheduling of the office master calendar; prepares statistical reports; may represent the department in meetings with other agencies; determines priorities on work scheduling in order to meet urgent office deadlines; advises County Administrator of scheduling and performs follow-up to insure deadlines are met; prepares a wide variety of documents; performs research and prepares responses; trains, assigns, reviews and evaluates the work of support staff; performs other administrative support duties as needed.

Assists the County Administrator in making major financial, administrative and policy recommendations to the Board of Supervisors; represents the County Administrator on assigned committees, meetings with administrative officials, legislative bodies, various groups, organizations and the general public; advises the County Administrator and/or the Board of Supervisors on legislative and administrative policies and matters; assists in the preparation of long-range planning.

Presents staff reports and recommendations to the Board of Supervisors as necessary, may also provide assistance/advisement to departments in preparation of matters that come before the Board of Supervisors for consideration; interprets and/or develops recommendations regarding appropriate County policies and rules.

Approves various invoices from consultants and vendors; prepares, maintains and monitors the County Administrator, Board of Supervisors and Clerk of the Board budgets; prepares bi-weekly payroll for County Administrative, Board of Supervisors and Clerk of the Board staff; prepares cost estimates for budget recommendations and submits for approval; monitors and controls expenditures; processes and executes claims; prepares deposits and transfers of funds; processes purchases as necessary and/or upon request.

Serves as contact person in emergency situations, which may require a special meeting to be called, and notify the appropriate department heads, affected agencies and press.

Acts as and/or monitors staff as confidential Clerk for closed sessions of labor negotiations and litigation matters; responsible for preparing, maintaining and monitoring Confidential Minutes Book, and ensuring that all confidential documents are kept secure;

Prepares and maintains codifications to the County Code Manual pursuant to Ordinances adopted by the Board of Supervisors as required by law; distributes updates *and/or revisions* to all County departments/ various agencies; prepares, maintains and distributes updates and/or revisions to the Administrative Policies and Procedures Manual pursuant to County Resolutions adopted by the Board of Supervisors; maintains lists of all Ordinances and Resolutions adopted by the Board of Supervisors.

Execute and Seal official documents in the absence of and/or on behalf of the County Administrator/ Clerk of the Board;

Recommends and assists in the implementation of goals and objectives; establishes schedules and methods for the County Administrative/Board of Supervisors/Clerk of the Board office; implements policies and procedures; implements legislative changes as directed.

Oversee maintenance of computer databases and files, research and compiled information and data.

Composes and prepares correspondence and reports, conducts surveys, maintains lists and logs, schedules and coordinates meetings, schedules appointments.

Attends and/or assigns staff to Board of Supervisors meetings; oversees and monitors the preparation and distribution of agendas and minutes; coordinates other meetings as assigned and assigns preparation of required agendas and minutes.

Receives and responds to inquiries, correspondence and requests for assistance from citizens, department heads, Board of Supervisors and various agencies; assists in the coordination of activities with other County departments, divisions and outside agencies.

Performs duties, as required, in the absence of the County Administrator.

Serve as liaison to Department Heads, Board of Supervisors and Clerk of the Board staff.

Performs related work as assigned.

QUALIFICATIONS:

Knowledge of:

Pertinent federal, state and county laws/*codes*, rules and regulations.

Modern office procedures, methods and technology.

Methods of filing and indexing documents; principles and procedures of record keeping.

Legal terminology, forms and procedures.

Business letter writing and basic report preparation.

English usage, spelling, grammar and punctuation.

Basic arithmetic.

Principles and practices of budget preparation and administration.

Principles of supervision, training and performance evaluation.

Ability to:

Interpret and apply pertinent federal, state and local laws/*codes*, rules and regulation.

Learn the structure, functions, procedures and policies of the Board of Supervisors.

Type, take dictation and transcribe at speeds necessary for successful job performance.

Prepare and administer assigned budgets.

Supervises, train and evaluate assigned staff.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain cooperative working relationships with those contacted in the course of work.

Maintain confidentiality as required.

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:

Four years of increasingly responsible administrative experience, including three years of supervisory and/or managerial responsibility.

Training:

High school diploma or GED equivalent supplemented by office management and leadership training. A Bachelor's Degree in Public Administration, Business Administration or a closely related field is highly desirable.

Administrative and leadership education/training and/or course work through an official Association/organization related to or equivalent to the administrative duties assigned.

Classification Code:	0072000
Bargaining Unit:	06
FLSA Status:	N
Worker's Compensation Code:	8810
Pay Table:	CNTY
Range:	Refer to current "Class Range Sort List"