

## **COUNTY ADMINISTRATIVE OFFICER**

### **DEFINITION**

The County Administrative Officer shall work under general administrative direction of the Board of Supervisors, performs highly responsible administrative work in the coordination of County programs, the analysis of organizational systems and methods, the formulation of the annual County budgets. Supervises the County's personnel, risk management, purchasing, and construction programs and may also be designated as Personnel Director and/or Risk Manager and/or Purchasing Agent. Provides direction and assistance to County department heads, both elected and appointed. Conducts administrative studies of County operations and prepares recommendations for the Board of Supervisors. Performs related professional and complex administrative work as required.

### **DISTINGUISHING CHARACTERISTICS**

This is the single highest-level administrator appointed by, reporting to, and serving at the pleasure of the Board of Supervisors. This class has full responsibility to the Board of Supervisors for the administration of all County services and activities. This is the top management position in the County administrative structure, demanding a high level of skill, knowledge and ability in all aspects of administration. The County Administrative Office is accountable for accomplishing the County's administrative goals and objectives within policy guidelines.

### **SUPERVISION RECEIVED AND EXERCISED**

The County Administrative Officer receives policy direction from the Board of Supervisors. He/she provides direct supervision and evaluation of administrative personnel and County department heads under the direction of the Board of Supervisors.

### **EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)**

*The Board of Supervisors reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

The County Administrative Officer shall have the following duties and responsibilities, which may include, but are not limited to, the following:

He or she shall be the Chief Administrative Officer of the County and, as such, act as the primary administrative advisor to the Board of Supervisors on all matters relating to the efficient and economical administration of County Government. Provides overall administrative leadership, supervision, and control of County business.

He or she shall also hold the position of the Clerk of the Board, and the office of the Clerk of the Board will become a division of the County Administrative Officer's office, and the employees of the Clerk of the Board of Supervisors will become the employees of the County Administrative Officer.

He or she will oversee the County Personnel Department, which becomes a division of the County Administrative office. The County Administrative Officer will work closely with the County Personnel Department.

He or she shall oversee the Economic Community Development Department, which becomes a division of the County Administrative office.

He or she shall act as the executive agent of the Board of Supervisors in overseeing the implementation of the Strategic Plan, assigned projects, policies and programs, assuring appropriate coordination of departmental operations, and resolving interdepartmental problems and disputes.

He or she shall directly manage all County functions and operations except those committed by law or Board of Supervisors' action to elected County officers or appointed department heads, and shall be cognizant of the administration of all departments.

He or she shall exercise the full authority of the Board of Supervisors to work with the Personnel Department to recruit, interview, and recommend to the Board of Supervisors person(s) qualified for appointment to the position of non-elected department head by the Board of Supervisors.

He or she shall conduct research and make studies and investigations that could result in greater economy and efficiency in County government. He or she shall review and make recommendations to the Board of Supervisors on the basis of management principles such organizational changes as proposed by departments.

He or she shall recommend to the Board of Supervisors the creation, dissolution, merger or modification of organizational elements or work programs as deemed necessary for the efficient and economical operation of County government.

He or she shall recommend policies to the Board of Supervisors and adopt procedures for the orderly conduct of the County's administrative affairs.

He or she shall cause the budget planning process to be compatible with State County Budget Act, approved County policies and long-range plans. He or she shall evaluate the budget estimates of all departments and shall coordinate the submission of a recommended annual budget to the Board of Supervisors.

Formulates 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.

At the direction of the Board of Supervisors, he or she shall conduct comprehensive management reviews and analyses of Strategic Plan programs, projects, and departments, and report his or her findings and recommendations to the Board.

He or she attends and participates in meetings of the Board of Supervisors and supervises agenda preparation, provides assistance and direction to County departments and staff in the preparation of agenda items and backup documentation and follow-up.

He or she acts as a department head for the County Administrative Office; supervises, assigns, and reviews the work of administrative staff; hires and discharges administrative office personnel. In the absence or vacancy of a Department head, he or she may be appointed by the Board of Supervisors to serve in the interim.

Shall serve as the Purchasing Agent for the County directing County purchasing activities, ensuring compliance with established procurement policies and procedures.

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

May serve as County Risk Manager in the administration of liability, workers compensation, property and medical malpractice programs.

May serve as the Personnel Director providing management and oversight to the County's personnel functions, including employee-employer relations, classification, benefits, including but not limited to deferred compensation, affirmative action and safety.

In conjunction with or acting as 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.

Shall serve 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.

Remains current on pertinent federal and state legislation, County codes and regulations pertaining to County government operations. Analyzes legislation for impact to County operations and procedures and coordinates with the Board of Supervisors for appropriate action. He or she is responsible to the Board of Supervisors for strategies to assure County compliance

with legal mandates, responsive and accountable County services, and cooperative solutions to regional problems.

In conjunction with or acting as the County General Services Director, provides management, oversight and recommendations regarding all central services including but not limited to Fleet operations, County Facilities and Asset Management.

Acts as the County's agent on real property transactions. Oversees management of County properties and acts as the County's agent in real property transactions.

Oversees County construction projects and/or provides direction to assigned project manager.

Acts as the County's agent for County Public Facilities Financing Corporation, entailing the management of financing projects; provides oversight and recommendations on other County financing arrangements as required.

Acts as the County's Information Manager, coordinates the County's computer, technology, public information, records and privacy programs. Oversees the County's web and social media presence, Serves as the County's representative on various boards committees and task forces.

Represents the County and acts as liaison with other public and private agencies, committees, and task forces, provides and presents information to the media, public, and agency representatives on Countywide activities or issues.

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

Performs related work as required.

#### QUALIFICATIONS:

##### Knowledge of:

Applicable Federal, State, County, Department, and Division laws, regulations, policies and procedures.

Principles, practices and techniques of public administration and county government financial administration including budgeting, personnel administration, purchasing, property control, administrative analysis and the provision of central administrative services.

Advanced research techniques, methods and procedures.

Administrative principles involved in developing, directing and supervising various Countywide programs, activities and operations.

Modern office practices, methods and computer equipment.

Principles and practices of organization, administration and personnel management.

Computer applications related to the work.

Techniques for dealing effectively with and providing a high level of customer service to all individuals contacted in the course of work.

The methods, principles and practices of the public administration, including functions and structure of County government and controlling legislation.

Administrative principles and practices involved in developing, directing and providing oversight to various programs and departments within the County.

Government budget preparation and administration.

Principles and practices of leadership, motivation, team building, staff development and conflict resolution.

Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.

Principles and practices of governmental budgeting, administration and fiscal control.

Principles of supervision, training and performance evaluation.

Local governmental function and structure, including fiscal infrastructures.

Policy and procedure development and implementation related to Countywide programs, activities, and operations.

Principles and practices of public administration including general administration, human resource management, and fiscal management as applied to the overall management of a local governmental entity.

In addition to the essential functions a County Administrative Officer must have the 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. Make accurate arithmetic, financial and statistical computations.

Effectively prepare and control various County 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 with sufficient speed and accuracy to perform assigned work.

Perform related mathematical calculations quickly and accurately.

Communicate clearly and concisely, both orally and in writing and in a public forum.

#### 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 (5) years of professional management experience within a large entity to include public administration, human resource management and fiscal management.

##### Training:

Graduation from an accredited four-year college or university with a Bachelor's degree in business administration, public administration, or a closely related field.

LICENSE OR CERTIFICATE:

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

PHYSICAL EFFORT:

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 in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter 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. Employees must possess the ability to lift, carry, push, and pull materials and objects, up to 50 pounds, as necessary to perform job functions.

WORKING 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 upset staff and/or public and private representatives in interpreting and enforcing County policies and procedures.