

## DEPUTY COUNTY ADMINISTRATIVE OFFICER

### DEFINITION

Under administrative direction, the Deputy County Administrative Officer is responsible for a major program area in the County Administrative Office or may oversee, coordinate, and direct projects, broad county-wide policy issues and programs and/or operations and participate in the development of the County's budget; may act in the absence of, the County Administrative Officer as authorized by the County Administrative Officer.

### DISTINGUISHING CHARACTERISTICS

The Deputy County Administrator classification is allocated to the County Administrative Office; responsibilities may include oversight of human resources, information technology, procurement and purchasing as well as other operations, projects or programs and major policy issues.

The assigned work requires initiative, judgment, discretion, and the ability to make independent decisions within established policies and procedures set forth by the Board of Supervisors, County Administrative Officer, and Federal, State & County laws, ordinances, and regulations.

This class differs from the:

**County Administrative Officer** who has overall responsibility to the Board of Supervisors for all County operations, the County's budget as well as County wide policy and procedure.

**Budget Officer** who has chief fiscal responsibility for county-wide budgetary matters

### REPORTS TO

County Administrative Officer

### CLASSIFICATIONS SUPERVISED

May supervise professional, technical, and support staff, as assigned.

### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES** *(The following is used as a partial description and is not restrictive as to duties required.)*

- Directs the activities of a major functional program area in the County Administrative Office such as human resources, procurement and purchasing, information technology, and/or special projects, studies and policy issues
- Conducts studies of existing practices, procedures, methods, programs and services in assigned areas and prepares recommendations including a variety of reports and correspondence
- Directs the conduct of a variety of analytical and feasibility studies, reviews reports of findings and makes recommendations to the County Administrative Officer regarding appropriate courses of action
- Develops workload measurements and supporting data for budget requests, program alternatives, funding options and resultant service delivery implications

- Designs and supervises studies and analyses relating to performance, efficiency and economy within assigned major functional program area
- Keeps current on State and Federal legislation, regulations and court decisions related to assigned activities and functions, evaluates their impact and provides for the development and implementation of required policy or operational modifications
- May coordinate the related work of professional and support staff as well as assist in the selection, professional development, supervision, review and evaluation of employees
- Attends Board of Supervisor's budget hearings and participates in the review process
- Makes presentations regarding plans and programs at public meetings, administrative hearings and related functions and represent the County in meetings with other agencies, governments and private entities as assigned
- Directs the maintenance of accurate records and files and the preparation of reports, correspondence and other written materials including keeping the County Administrative Officer apprised of current activities

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 lbs.; corrected hearing and vision to normal range; verbal communication; use of office equipment, including computer, telephone, calculator, copiers, and FAX.

### **TYPICAL WORKING CONDITIONS**

Work is performed in an office environment; continuous contact with other staff, other agencies, and the public.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge of:**

Accepted principles, techniques and practices of local government administration including human resources operations and employee relations, risk management, administrative and organizational analysis, legislative relations and processes, supervision, organization, administration, project planning, and modern public management methods and procedures  
Techniques of planning and performing administrative, operational, staffing, organizational and fiscal analysis, including project management.

County government organization and functions, and their relationship to federal, state and municipal government

Standard operational policies and practices of County governments

Statistical methods and methods of graphic presentation

Laws, codes, rules, and regulations governing the operation of County government

Organization, function and administrative structure of public agencies, including the role of an elected Board

Accepted principles and practices of supervision

#### **ABILITY TO:**

Analyze a wide variety of complex situations and information and draw logical conclusions and recommendations

Assemble, organize, and present in written or oral form, administrative, financial, factual, and other information derived from a variety of sources

Develop, organize and effectively coordinate complex programs and activities

Review and report on job analyses and evaluation, organizational design, staffing patterns/levels and training needs; analyze employee relations issues; develop management

positions, negotiation strategy and strike contingency plans and project costs of negotiated agreements

Understand, interpret and apply provisions of applicable laws, ordinances, rules, regulations, and operating procedures

Exercise tact and judgment in representing the County Administrator on a variety of occasions

Establish and maintain effective working relationships with County officials and managers, employees, officials or other agencies, and the general public

Perform data collection, interpretation and evaluation pertaining to administrative, fiscal and management matters

Use principles of inductive and deductive reasoning to validate conclusions and recommendations

Exercise responsibility, initiative, ingenuity, independent analysis and judgment in solving highly specialized administrative and management problems

### **EDUCATION AND EXPERIENCE/TRAINING:**

Any combination of education and experience which would provide the required knowledge and abilities is qualifying, unless otherwise specified. A typical way to obtain the knowledge and abilities would be:

Graduation from a recognized college with a major in business administration, public administration, management, finance, economics, human resources or a related field,

### **AND**

Four (4) years of progressively responsible experience in a governmental agency with responsibilities in administration or policy/program or human resources analysis, including: systems, procedures and program evaluation

A master's degree is desirable, and may be substituted for one (1) year of experience  
Additional experience may be substituted for the education on a year for year basis

### **Other Requirements**

Possession of or ability to obtain a California Driver's License Class C (independent travel is required)