COUNTY ADMINISTRATIVE OFFICER

DEFINITION

Under direction of the Board of Supervisors, to act as the Administrative Officer for the County in directing and carrying out the policies of the Board of Supervisors; to plan, organize, and direct the work of the County Administrative Office; to analyze and recommend the County budget; to coordinate the activities of County departments; to provide recommendations to the Board of Supervisors on a wide variety of issues; and to perform other related duties as required.

DISTINGUISHING CHARACTERISTICS

Acts as the agent of the Board of Supervisors for the administration of County offices, departments, and institutions; coordinates the work of all County offices and departments in such matters that are the concern and responsibility of the Board of Supervisors; directs the analysis and evaluation of annual budget requests of all County departments; directs preparation of budget recommendations to the Board of Supervisors; directs continuous review of the County expenditures throughout the fiscal year to determine if such expenditures are necessary and in accordance with Board policy; attends meetings of the Board of Supervisors and makes recommendations on administrative and budgetary matters; plans, organizes, and directs the work of the administrative office; selects and evaluates the performance of assigned staff; recommends the appointment of appointed Agency/Department Heads; evaluates in writing the performance of appointed Agency/Department Heads on an annual basis; analyzes and recommends policies and procedures for the orderly conduct of the County’s administrative affairs; directs surveys and studies on a wide variety of administrative and budgetary subjects and makes recommendations to the Board; directs the collection, analysis, and interpretation of data on departmental activities and coordinates administrative policy with departmental activities; directs the implementation, maintenance, and enforcement of County personnel policies and practices as prescribed by the Board of Supervisors; represents the Board of Supervisors as assigned in relationships with other governmental agencies; conducts special studies or assignments as the Board of Supervisors may direct; and does related work as required.

REPORTS TO

Board of Supervisors

TYPICAL PHYSICAL REQUIREMENTS

This class includes administrative or clerical positions requiring light physical effort which may include frequent lifting of up to ten (10) pounds and occasionally lifting up to twenty-five (25) pounds. Some bending, stooping, and/or squatting may be required. Considerable walking may be involved.

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TYPICAL WORKING CONDITIONS

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

DESIRABLE QUALIFICATIONS

Knowledge of

Thorough knowledge of modern principles of public administration, organization, and management; thorough knowledge of administrative survey principles and techniques; wide knowledge of the principles and practices of governmental budgeting; knowledge of the powers, limitations, organization, methods, and financial problems of County government; wide knowledge of the principles of personnel management; wide knowledge of the principles of effective public relations; knowledge of federal and state programs applicable to local government.

Ability to

Ability to analyze and make recommendations on administrative and technical problems; ability to interpret, explain, and apply applicable laws, rules, and regulations; ability to plan, organize, direct, and evaluate the work of others; ability to prepare and present comprehensive reports and recommendations; ability to establish and maintain effective relationships with public officials, administrators, employees, and the public; skill in coordinating the activities of administrative officials while encouraging their development and administrative ability.

EDUCATION AND EXPERIENCE

Graduation from a college or university with a Bachelor’s Degree in Public Administration, Business Administration, Government, Political Science, or a closely related field. A Master’s Degree in Public Administration or Business Administration is desirable.

Five to seven years of increasingly responsible experience in City or County government with at least three (3) years experience in a senior management level position.