

County of Mono
07/2023

Date Last Revised:

Exempt

Bargaining Unit:
FLSA:

AT-Will

EEO:

1

ASSISTANT COUNTY ADMINISTRATIVE OFFICER

DEFINITION

Under administrative direction of the County Administrative Officer, to assist with planning, organizing, reviewing, managing, and supervising the functions of the County government; to plan, organize, and manage the functions of assigned County Departments, including Animal Control., Mental Health, Public Health, and Social Services; to represent County policies and programs with County staff, community organizations, other agencies, and the public, as delegated; to perform a variety of special projects and assignments as delegated by the County Administrative Officer; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is a single-position management classification for the position, which serves as the primary assistant to the County Administrative Officer, providing a variety of support the management and supervision of the functions of County government. The position is assigned direct management responsibility for a group of designated County Departments. This classification is distinguished from Deputy County Administrative Officer by exercising a wider scope of management responsibilities.

REPORTS TO

County Administrative Officer

CLASSIFICATIONS SUPERVISED

Assigned County Department Heads and support staff.

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

Plans, organizes, and directs the activities of an assigned group of County Departments; supervises assigned Department Heads and assists them with preparation of budgets requests, development of final expenditure recommendations, and presentation of the budget to the County Board of Supervisors; serves on special committees and performs a variety of special studies and projects, as delegated, developing recommendations and reports on the operations and efficiency of County government; may attend Board of Supervisors meetings, providing recommendations on agenda items; meets with County Department Heads, answering questions and providing guidance and assistance, as delegated; assists with preparing and implementing long-range plans and goals for improving the development of Mono County; assists with reviews of the County organization plan, developing recommendations regarding the transfer, reassignment, addition, deletion, and consolidation of County functions; coordinates the preparation, execution, and management of assigned County contracts and leases; responds to citizen requests and complaints, referring them to other County management staff, as warranted; represents Board of Supervisors policies and County programs and services with County staff, the public, community organizations, and other government agencies.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; sufficient manual dexterity and eye-hand normal manual dexterity and eye-hand coordination; ability to 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 office environment; frequent driving to different locations throughout the County; continuous contact with other staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

Principles and practices of public administration, including administrative analysis, fiscal, planning, and control, and policy and program development.

Issues, problems, and methods in providing public health, mental health, social service, and animal control programs.

Laws, rules, ordinances, and legislative processes controlling Mono County government.

services and operations with specific knowledge of legal requirements and issues related to health and human services.

Organization, problems, and functions of county government.

Research and evaluation methods.

Personnel, employer-employee relations, and equal employment opportunity programs, procedures, and requirements.

Principles of management, supervision, training, and employee evaluation.

Grant procurement and administration.

Information Technology trends and software applications related to County government management and administration.

Ability to:

Assists with planning, organizing, managing, coordinating, and supervise the functions and services of the County to achieve efficient operations and achieve program goals.

Plan organize, and manage County Public Health, Mental Health, Social Service, and Animal Control functions.

Perform a variety of analytical assignments with associated conclusions and recommendations.

Gather, organize, analyze, and present a variety of data and information.

Prepare clear, concise, and accurate records and reports.

Evaluate, formulate, and develop recommendations on improvements to County operations, programs, and services.

Provide advice and consultation to the County management on the development of ordinances, regulations, programs, and policies.

Communicate well during public presentations.

Exercise supervisory and management authority tactfully and effectively.

Effectively represent the County's policies, programs, and services with the public, community organizations, County staff, and other government agencies.

Regularly work well under pressure, meeting multiple and sometimes conflicting deadlines.

Constantly demonstrate cooperative behavior with colleagues, supervisors, and customers/clients.

Analyze policies and their impact to the organization.

Training and Experience:

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

At least 6 years of experience performing a variety of administrative and fiscal analysis work,

preferably including work in a public agency involving development and administration of programs, budgets, and public services, specific experience and background in managing and supervising a major human service function such as Mental Health, Public Health, or Social Services is mandatory.

Advanced educational training in subjects related to the development and administration of county government, including a bachelor's degree in public administration, or a closely related field is highly desirable. An appropriate Master's Degree is also desirable.

Special Requirements:

Possession of, or ability to obtain, a valid driver's license.

The contents of this class specification shall not be construed to constitute any expressed or implied warranty or guarantee, nor shall it constitute a contract of employment. The County of Mono assumes no responsibility beyond the general accuracy of the document, nor does it assume responsibility for any errors or omissions in the information contained herein. The contents of this specification may be modified or revoked without notice. Terms and conditions of employment are determined through a "meet and confer" process and are subject to the Memorandum of Understanding or the personal "At-Will" contract currently in effect.