

COUNTY ADMINISTRATIVE OFFICER

DEFINITION

Under administrative direction of the Board of Supervisors, to assist the Board with planning, organizing, reviewing, managing, and supervising the functions of the County government; to represent the Board of Supervisors policies and programs with County staff, community organizations, other agencies, and the public; to review County departments' annual budget requests and develop final expenditure recommendations for presentation to the Board of Supervisors; to direct County Human Resource, Labor Relations, Risk Management Training, and Economic Development functions; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is a single-position management classification for the position, which has overall responsibility for assisting the Board of Supervisors with managing and supervising the functions of the County Government.

The position works under the administrative and policy direction of the County Board of Supervisors. The incumbent serves at the pleasure of the Board of Supervisors. Responsibilities include preparing and administering the County budget; representing the County with the public, community organizations, and other government agencies; and providing executive management for Human Resources, Labor Relations, Risk Management, Training, Economic Development, and other County programs, as assigned by the Board of Supervisors.

REPORTS TO

County Board of Supervisors

CLASSIFICATIONS SUPERVISED

Deputy County Administrative Officer, Human Resources; Deputy County Administrative Officer, Risk Management and Training; Economic Development & Special Projects Director; Appointed County Department Heads and Agency Directors; and other administrative and support staff assigned to the County Administrative Office.

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

Has responsibility for the development and administration of the County budget; consults with Department heads in the development of budget requests, preparation of final expenditure recommendations, and presentation of the budget to the County Board of Supervisors; prepares and presents reports regarding budget requirements and needs of County government; approves interdepartmental transfers of fixed assets; develops and presents recommendations regarding requests for organization changes to the Board of Supervisors; directs County Human Resources, Labor Relations, Risk Management, & Training through assigned executive management staff; manages and directs central purchasing; attends Board of Supervisor meetings, providing recommendations on agenda items; meets with County Department Heads, answering questions and providing guidance and assistance; provides supervision, training, and work evaluations for staff assigned to the Administrative Office; oversees preparation of the Board of Supervisors weekly agenda; troubleshoots problems in a variety of County departments as referred by the Board of Supervisors; directs the operations of the County marketing and economic development program through assigned executive management staff; works with local resort and business owners and community organizations to enhance the promotion of tourism and commerce in Mono County; develops long-range plans and goals for improving the development of Mono County, including infrastructure improvements; oversees and maintains the economic efficiency of County government, coordinating studies, analyzing resources, and developing recommendations to assist the County in better

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EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (continued)

meeting the changing needs and requirements of County government; periodically reviews the County organization plan, developing recommendations regarding the transfer, reassignment, addition, deletion, and consolidation of County functions; coordinates the preparation, execution, and management of County contracts and leases; administers the County's Public Defender program; administers the Grand Jury budget; develops, prepares, and presents periodic reports to the Board of Supervisors, reviewing the condition, status, and financial circumstances of the County Government; performs a variety of special studies, as directed by the Board of Supervisors; performs annual and special evaluations of Board appointed Department Heads; responds to the most sensitive 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.

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

Organization, problems, and functions of county government.

Research and evaluation methods.

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

Risk management issues and programs.

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

Grant procurement and administration.

Personal computers and software applications related to County management and administration.

Ability to:

Plan, organize, manage, coordinate, and supervise the functions and services of the County to achieve efficient operations and achieve program goals.

Direct a variety of County services and programs, as assigned.

Prepare and administer the County budget and oversee fiscal controls.

Coordinate the preparation of the Board of Supervisors agenda.

Direct the gathering, organization, analysis, and presentation of 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 Board of Supervisors on the development of ordinances, regulations, programs, and policies.

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DESIRABLE QUALIFICATIONS (continued)

Ability to: (continued)

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.

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:

Broad and extensive management and administrative experience, preferably including work in a public agency involving development and administration of programs, budgets, and public services.

Advanced educational training in subjects related to the development and administration of county government is highly desirable, including possession of a Masters Degree in Public Administration, or a closely related field is highly desirable.

Special Requirements:

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

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