

CHIEF ADMINISTRATIVE OFFICER

NATURE AND VARIETY OF WORK

This is an exempt executive level position responsible for managing the daily operations of the County government. The incumbent functions as the County Executive's primary assistant who directs and implements a diverse range of policies, programs, and projects in support of the County Executive's established missions and goals. Work is performed with considerable latitude for independent action within the scope of County Government practices and policies. Supervision is received directly from the County Executive and is evaluated by observation, conferences, reports, and administrative operation efficiency.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Exercise the full range of supervisory duties and responsibilities over subordinate positions as defined in the Personnel Law (Section 16-102(59)).

Recommends to the County Executive the development and maintenance of sound organization structures, improvement of management methods and procedures, and the effective allocation of men, money and materials.

Serves as liaison with other agencies in the County Government, other government agencies, private industrial organizations, and community groups.

Directs and supervises a wide variety of research and staff studies.

Represents the County Executive at meetings and conferences as designated.

Serves as County representative with Community groups, committees, civic and other interested organizations.

Reviews Federal Grant requests and referrals.

Willingly and cooperatively performs tasks and duties which may not be specifically listed in the class specification or position description, but which are within the general occupational category and responsibility level typically associated with the employee's class of work.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

Extensive knowledge of several major governmental functions such as administration, budget, finance, personnel, labor relations, parks and recreation, public safety, health and welfare, environmental matters and intergovernmental relations.

Extensive knowledge of the organization and functions of the County government and the issues facing it.

Extensive knowledge of local and State legislation processes.

Extensive skills in the techniques of management.

Skill in oral and written communications.

Ability to supervise.

Ability to synthesize in a concise, coherent and meaningful fashion large amounts of information into policy memoranda.

Ability to effectively coordinate the activities of several departments in the conduct of major projects and tasks.

MINIMUM QUALIFICATIONS

Graduation from college or equivalent plus experience of a type, duration, level of complexity, diversity and responsibility to be determined at time of announcement, which has provided the applicant with the necessary knowledges, skills and abilities to perform the duties or equivalent combination of education, experience and training.

REVISED: 1/72

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