

## DEPUTY CHIEF ADMINISTRATIVE OFFICER

### NATURE AND VARIETY OF WORK

This is exempt executive level work responsible for assisting in managing the daily operation of County government. Incumbents function as primary assistants to the Chief Administrative Officer directing and implementing a diverse range of policies, programs, and projects in support of the County Executive's established missions and goals. The position(s) exercises a significant degree of independent action in carrying out its duties and responsibilities. Work is performed under the general direction of the Chief Administrative Officer with latitude for independent judgment and action. Work is appraised through observation of results achieved both in terms of administrative success and community acceptance.

### EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

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

Acts in the absence of the Chief Administrative Officer.

Works closely with Chief Administrative Officer, the Executive Staff, and department/agency heads in the development of County government policy.

Serves as program area coordinator and provides direct liaison with assigned County departments/agencies to include project tracking, issue development, planning facilitation and interdepartmental coordination.

Prepares recommendations and policy memoranda for the Chief Administrative Officer and County Executive on issues needing higher level decisions.

Reviews all ARC contract documents for policy implication prior to submission to the Chief Administrative Officer.

Assists the Chief Administrative Officer in determining budget priorities, staffing and funding levels, etc., of all County departments and agencies.

Formulates final Executive Branch positions on bi-County agency budgets and programs.

Heads policy or management committees or functions having County-wide impact.



Chairs Proposal Analysis Groups for highly complex, high-priority administration projects.

Coordinates interdepartmental or intergovernmental special projects.

Supervises staff as assigned.

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

Expert 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.

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

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 a four-year college, preferably with major in Business or Public Administration or Economics or a related field; plus at least five (5) years of progressively responsible experience involving all types of administrative work in a large, complex government agency or large private business firms; or an equivalent combination of education and experience.

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