

CLASSIFICATION SPECIFICATION



CLASSIFICATION: Assistant County Administrator
ALLOCATION: County Administrator's Office
FLSA STATUS: Exempt
UNION AFFILIATION: Non-Represented

ESTABLISHED: Circa 1990
REVISED: January 2021

JOB SUMMARY:

Under the direction of the County Administrator, plans, organizes, coordinates and administers in all areas of governmental administration within the County organization including policy, plans, procedures, organizational and operational matters, financial and legislative matters, and budget; assists the County Administrator in the coordination of the work of all elective and appointive County offices, departments, and institutions in matters which are the concern and responsibility of the Board of Supervisors; act in the capacity of the County Administrator in his/her absence as well as may be assigned the lead role in one or more areas of responsibility in the County Administrator's Office; and perform related work as assigned.

CLASS CHARACTERISTICS:

This is an "at-will" position that is appointed by and reports directly to the County Administrator. This class is distinguished from County Administrator in that the latter is appointed by the Board of Supervisors and has overall responsibility for administrative guidance and oversight of all County activities. This is the executive management level position.

EXAMPLES OF DUTIES:

Essential:

- Direct, plan, and coordinate the work of professional, technical, and administrative support staff involved in County administrative, operational, financial, technological, and diversified multi-disciplinary programs.
- Represent the County Administrator on assigned committees; communicates with others in a variety of circumstances.
- Under direction of the County Administrator, coordinates, prepares and monitors the County budget.
- Make appropriate budget, staffing, and fee structure recommendations.
- Assists and/or coordinates funding opportunities for County operations and capital improvements including structuring financing and seeking state and federal funds.
- Provide technical and administrative assistance to the Board of Supervisors, County departments, and other agencies.
- Prepare and make verbal and written reports on assigned studies and analyses.
- Advise the County Administrator and Board of Supervisors on issues and programs; assist in the preparing of long-range planning.
- Determine analytical techniques and data gathering processes and obtain required information for analysis.
- Analyze alternatives and make recommendations regarding such matters as organizational structure, budget development and administration, staffing, facilities, productivity, and policy and procedure development and implementation.
- Coordinate ongoing department areas such as capital improvement inventories, developing funding sources, accounting and project control systems.
- Confer with and represent the County in meetings with employees and departments, representatives from various governmental agencies, community, business, professional, and the general public.
- Negotiate and administer agreements and contracts.
- Provide assistance to County staff and community in disaster emergency situations.
- Prepare a variety of technical, statistical, and narrative reports, correspondence, and other written materials; maintain accurate records and files.

Important:

- Comply with all County equipment and safety policies and procedures, and California Occupational Safety and Health Administration (CalOSHA) rules and regulations.
- Direct the work of professional, technical, or office support staff on a project or day-to-day basis.
- Use standard office equipment, including a computer, in the course of the work.
- May be required to drive a County or personal motor vehicle to attend meetings and visit work sites.

EMPLOYMENT STANDARDS:

Knowledge of:

- Advanced principles and practices of public and business administration.
- Advanced principles and practices for public sector budgeting and financing.
- Functions, authority, responsibilities, and limitations of an elected Board.
- Legislative, political, and economic trends in governmental activities.
- Principles of organizational leadership.
- Principles and practices of employee supervision, including selection, work planning and organization, performance review and evaluation and employee training and discipline.
- Data collection, analysis, and interpretation.
- Principles, methods, and techniques of administrative analysis.
- Applicable legal requirements regarding the preparation and evaluation of County budgets.
- Techniques for dealing with a variety of individuals; handling confrontational situations with tact.
- Computer application related to the work.

Skill in:

- Planning, organizing, administering, defining problems, coordinating, and reviewing a wide variety of programs and services.
- Working cooperatively, using tact and discretion, with the Board, related committees, and persons contacted in the course of the work.
- Planning, assigning, organizing, supervising, reviewing, and evaluating the work of staff.
- Preparing complex budgets and conducting budget analysis of complex expenditure and revenue patterns.
- Preparing accurate administrative documents for managers, department heads, members of boards and commission, and members of the public.
- Understanding organizational and political implications of research findings, recommendations, and decisions.
- Quickly analyzing complex administrative situations and develop appropriate resolutions to organizational issues.
- Interpreting, applying, and explaining complex laws, codes, and regulations to assist County departments and other agencies with implementation.
- Establishing and maintaining effective working relationships in a diverse work force and community.

Ability to:

- Provide leadership in gaining support for needed program and policy changes.
- Use tact, discretion, and prudence in dealing with those contacted in the course of the work.
- Use initiative and sound judgment within general policy guidelines.
- Effectively manage, train, develop, and motivate staff.
- Communicate clearly, concisely, and effectively verbally and in writing.
- Make effective verbal presentations to various groups.
- Listen carefully to what other people are saying, take time to understand the points being made, and ask questions as appropriate for clarification.
- Use computerized equipment and applications to accomplish work.

Physical Demands: The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential function of the job, with or without accommodation. Prospective employees must complete a pre-employment medical exam (Occupational Group IV) which will measure the ability to:

- See well enough to read fine print and view a computer screen; speak and hear well enough to understand, respond, and communicate clearly in person and on the telephone; independent body mobility sufficient to stand, sit, walk, stoop and bend to access the work environment and a standard office environment; manual dexterity and sufficient use of hands, arms and shoulders to repetitively operate a keyboard and to write; and the ability to sit or walk for prolonged periods of time.
- Mobility to drive a motor vehicle to attend meetings or visit various work sites.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

Work Environment:

- Generally a typical office setting.
- Attend meetings outside of normal working hours; work extended hours as needed.
- May be required to travel to various worksites or locations within the County.
- Occasionally may be required to travel for meetings or conferences outside normal business hours.

QUALIFICATIONS:

The minimum and preferred requirements are listed below. While the following requirements outline the minimum qualifications, Human Resources reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job. Meeting the minimum qualifications does not guarantee further participation in selection procedures.

Licenses and Certification:

- The ability to obtain a valid California Class C driver's license within ten (10) days of employment; maintain throughout employment.

Special Requirements:

- Must successfully complete an extensive and thorough background investigation which may include Live Scan fingerprinting prior to hire.
- DMV printout prior to hire.
- Must file statements of economic interest with the Yuba County Clerk/Recorder.
- Will be required to perform disaster service activities pursuant to Government Code 3100-3109.

Education and Experience:

MINIMUM: Bachelor's Degree from an accredited college or university with major coursework in Public Administration, Business Administration, Economics, Statistics, or a related field and six years of progressively responsible administrative, financial and/or management experience in a public agency setting.

PREFERRED: In addition to the minimum, a Master's Degree in an appropriate field and additional direct experience in county government, including working with elected officials.

This class specification lists the major duties and requirements of the job. Incumbent may be expected to perform job-related duties other than those contained in this document.

Dept Approval: CAO
Date:

Signature: _____

Human Resources Approval:
Date:

Signature: _____

EEOC: A
WC: 9410

Established: Circa 1990
Revised: May 1996; June 1997; September 2001