

## CLASS SPECIFICATION



**CLASS:** Deputy County Administrator  
**ALLOCATION:** County Administrator's Office  
**FLSA STATUS:** Exempt  
**UNION AFFILIATION:** Non-Represented

**ESTABLISHED:** October 2015

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### **JOB SUMMARY:**

Under administrative direction, supervises, coordinates and manages the County budget and related financial administration; assists in the coordination of the work of elected and appointed County offices, departments and institutions in matters which are the concern and responsibility of the Board of Supervisors; assists in the administration and management of County affairs including legislation and special projects; may act in the capacity of the County Administrator in his/her absence; performs related work as assigned

### **CLASS CHARACTERISTICS:**

This position reports directly to an Assistant County Administrator or the County Administrator. This class is distinguished from the next higher class of Assistant County Administrator in that it has a greater focus on the budgetary and financial day-to-day operations of the County.

### **EXAMPLES OF DUTIES:**

#### **Essential:**

- Supervise and coordinate the planning and implementation of the annual County budget process; plan and monitor the budget cycle, set and enforce timelines, and manage the formal approval process.
- Monitor the County budget and expenditures; review and analyze the annual County budget proposals for compliance with the Board's goals; consult with department management, conduct complex analyses and develop recommendations.
- Analyze trends and forecast revenues, expenditures and workload based on complex internal and external data sources; evaluate program requirements and resource utilization; coordinate program planning and compliance.
- Prepare detailed quarterly and specialized financial reports.
- Coordinate and prepare the County-wide Master Fee Schedule and submit recommendations to the Board for approval.
- Collect, compile and analyze data and information; develop recommendations; and prepare and present reports to the County Administrator and the Board; direct the preparation of reports which summarize and forecast County activities and financial positions based on available data.
- Coordinate with departments to identify issues and develop solutions, project consequences of proposed actions and present recommendations in support of objectives.
- Negotiate, prepare and obtain Board approval for various contracts and agreements; review contract compliance against specifications.
- Coordinate and prepare annual revisions to the Administrative Policy and Procedures Manual and submit the changes for Board approval.
- Review all departmental agenda packets prior to agenda placement and approves items representing the County Administrator; direct needed modifications to agenda items.
- Supervise, assign, plan, review, and evaluate the work of assigned subordinate staff; implement County and departmental policies, procedures, and service standards in conjunction with management; ensure adherence to quality standards, deadlines and proper procedures, correcting errors or problems.
- Complete performance evaluations of subordinate staff; evaluate staffs' job performance and conformance to regulations; provide direction, encouragement, and praise through regular feedback sessions; discuss job performance problems with staff in order to identify causes and issues, and work on resolving problems; recommend discipline and implements discipline procedures as needed/directed.
- Provide technical advice to the County Administrator and the Board as needed.
- Confer with and represent the Administrator's Office and the County in meetings with staff from other departments, representatives of governmental, community, business, professional and public agencies and the public.

- Prepare a variety of technical, statistical and narrative reports, correspondence and other written materials.

**Important**

- 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.
- Comply with all County equipment and safety policies and procedures, and California Occupational Safety and Health Administration (CalOSHA) rules and regulations.

**EMPLOYMENT STANDARDS:**

**Knowledge of:**

- Advanced principles and practices of public and business administration.
- Principles and practices for public sector budgeting and financing.
- Principles and practices of organizational theory, and contract and project management.
- 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.
- Research methodology for the analysis of a variety of complex data.
- Application, use and capabilities of computer software programs used to store data and to prepare reports, spreadsheets, graphs, and informational displays.
- Report writing techniques.
- Mathematics, statistics and statistical analysis.
- Techniques for working successfully with other employees in lead capacity.
- Principles and practices of technical and functional supervision and training.

**Skill in:**

- Collecting, compiling, organizing, analyzing and interpreting data.
- Understanding organizational and political implications of research findings, recommendations and decisions.
- Developing logical conclusions from data analysis and making sound recommendations.
- Preparing analytical reports, summaries, manuals, analyses, and displays of information.
- Establishing and maintaining effective working relationships with those contacted in the course of work.
- Planning, assigning, organizing, supervising, reviewing and evaluating the work of staff.
- Organizing and prioritizing work to meet established deadlines.
- Providing direction and training subordinate staff.
- Planning, directing and reviewing the work of others on a project or day-to-day basis.

**Ability to:**

- Prepare complex budgets and conduct budget analysis of complex expenditure and revenue patterns.
- Prepare accurate administrative documents for managers, department heads, members of boards and commissions, and members of the public.
- Provide leadership in gaining support for needed program and policy changes.
- Quickly analyze complex administrative situations and develop appropriate resolutions to organizational issues.
- Read, understand, interpret, and apply contracts, ordinances, legislation, policies and provides directives and manuals.
- Effectively manage, train, develop and motivate subordinate staff.
- Communicate clearly, concisely and effectively verbally and in writing.
- Make effective verbal presentations to various groups.
- Give full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate and not interrupting at inappropriate times.
- Establish and maintain effective working relationships in a diverse work force and community.

- 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 sights.

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.
- 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 the County 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.
- Attend meetings outside of normal working hours.
- 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 five (5) years of experience equivalent to the County class of Management Analyst II.

*Candidates with strong experience who lack the degree and can demonstrate they possess the required knowledge, skills and abilities are encouraged to apply.*

**PREFERRED:** A Master's Degree in public, business administration, economics, statistics or a closely related field and two (2) years of experience at least equivalent to the County class of Principal Management Analyst.

**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:  
Date:

EEOC: B  
WC: 9410

Human Resources Approval:  
Date:

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_