

# DEPUTY COUNTY ADMINISTRATOR/CHIEF OF STAFF

Job Code	Pay Grade
01588	E2

## Nature of Work

This is highly responsible professional, executive, administrative and technical management work assisting the County Administrator in carrying out the functions and activities necessary for the effective and efficient operation of the County government. The Deputy County Administrator/Chief of Staff takes a leading role on highly complex strategic initiatives and special projects that often involves numerous stakeholders with the opportunity to participate in and influence County and regional level decision making in government activities. An employee in this class provides executive level assistance to the County Administrator and others by applying professional judgement and attending to special projects, regular activities and everyday details in operations as directed by the County Administrator. Expert judgment and a high degree of executive authority is delegated to the incumbent to act independently on both significant and routine matters. The individual in this position acts on behalf of the County Administrator when assigned and in the County Administrator's absence. Supervision of work is of a general nature and is incidental to the principal duty of service and assistance to the County Administrator. The incumbent maintains and promotes highly essential and positive communication and work relationships with officials, the general public and workforce.

## Minimum Qualification Requirements

- Bachelor's degree in public administration, public policy, business or related field plus ten (10) years of progressively responsible experience in public agency government or similar organization that includes supervisory experience or supervisory training, or
- An equivalent combination of education, training, and/or experience.

## Illustrative Tasks (These are examples and are not all inclusive.)

- Reads, classifies, refers or answers memos, reports and correspondence.
- May instruct, assign or supervise the work of subordinate employees in the accomplishment of the work of the County Administrator's office.
- Initiates and carries through to completion special programs as directed by the County Administrator.
- May prepare agendas for Commission meetings.
- Makes investigations and prepares reports on a variety of subjects.
- Assists other departments in the preparation of reports or as otherwise needed.
- Participates in the preparation of the fiscal budget; assists in analyzing departmental budget requests; provides advice and assistance when needed concerning the same.
- Maintains close contact with other County departments and outside agencies as necessary.
- Acts on behalf of the County Administrator in the County Administrator's absence.
- Engages and meets with community stakeholders on behalf of the County Administrator, and attempts to solve problems without further referral. Refers to appropriate person or to the County Administrator on all matters beyond the scope of the work.
- May administratively supervise the work of one or more County departments.
- Performs related work as required in the supervision and management of these departments.

## Knowledge, Skills, and Abilities

- Knowledge of modern business methods and procedures applicable to public administration.
- Knowledge of the methods used in making statistical surveys and the preparation of reports.
- Knowledge of public administration techniques and principles and practices.
- Knowledge of using data and metrics in decision making.
- Ability to analyze and solve administration problems and render advice and assistance on each.
- Ability to present oral and written comments and recommendations clearly and concisely.

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## Knowledge, Skills, and Abilities (continued)

- Ability to represent the County in public speaking requests.
- Ability to make sound independent judgment.
- Ability to maintain good public relations with subordinates, superiors and the public
- Ability to lead special projects or strategic initiatives within local government or a similar organization, with considerable experience at a senior level interacting with elected officials and other stakeholder groups.
- Ability to negotiate and develop executive correspondence, important documents, memorandums of understanding (MOU) and/or inter-governmental agreements.
- Ability to conduct investigations and to prepare accurate analyses for reporting purposes.
- Ability to effectively supervise subordinate employees.

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Created	EEOC Code	Overtime Code
02/19	Officials & Managers	Exempt