

DEPUTY COUNTY ADMINISTRATOR

Under the direction of the County Administrator and the Board of County Commissioners, provides organizational leadership, direction and supervision to an assigned group of internal services departments and other departments as assigned; acts for the County Administrator in his/her absence; and performs other duties as assigned.

SCOPE OF RESPONSIBILITY AND AUTHORITY

Departments reporting through the Deputy County Administrator (DCA) include the internal service departments (Office of Budget, Information Services, Human Resources, General Services); the Medical Examiner's Office; and others as assigned. The Deputy County Administrator is accountable for ensuring that all reporting department functions are managed, and services provided, in accordance with the county's mission and objectives, and is responsible for recommending policies and strategic goals for these departments. The Deputy County Administrator works within established policies and budgets. This position is responsible for overseeing the allocation of financial, capital and technical resources countywide.

KEY RESPONSIBILITIES:

Duties may include, but are not limited to:

Leads assigned departments to ensure the efficient and effective delivery of services, consistent with County objectives and policies.

Ensures the development, planning, and implementation of goals and objectives for assigned departments. Recommends policies, procedures, and organization to support stated goals and objectives.

Supervises assigned department directors, prepares performance evaluations, administers performance plans, and makes staffing recommendations to the County Administrator.

Performs management and policy analysis and makes recommendations. Analyzes current and future county operations and organizational needs

Provides budget and financial planning, research and analysis and develops recommendations; analyzes findings and implications; prepares and presents reports and proposals.

Represents the county in meetings with representatives from other jurisdictions, private industry and members of the general public to explain programs or project status, resolve problems, negotiate agreements and study potential changes which impact the county.

Assists County Administrator in preparing the development of the biennial budget consistent with pre-established Board priorities; monitors program and county budget activities.

Initiates and carries through to completion special programs and projects as directed by the County Administrator.

Other duties as assigned by the County Administrator and/or BOCC.

QUALIFICATIONS

A Bachelors degree is required. A Bachelors degree in public administration or a related field is preferred, and a Masters degree in a related field is preferred.

Thorough knowledge of: Principles, methods and techniques of public administration, including public policy and decision making, budget preparation and administration, and personnel management; participative management theories; principles of community organization and citizen involvement; principles and techniques of group dynamics and group decision-making; organization and function of county departments, service districts and agencies; applicable federal, state and local statutes, rules and regulations; government funding sources and financing methods; labor relations procedures and collective bargaining practices; federal, state, and local government operating methods and procedures; techniques of mediation, negotiation, and public relations.

Skill to: Communicate effectively, both orally and in writing; analyzed complex problems and recommend alternative solutions; prepare and implement short and long range strategic plans, including considerations of budgetary and public impact; interpret and explain county policies, procedures, rules, and regulations; oversee activities of assigned departments to ensure conformance with established policies and procedures; apply problem solving methods and techniques to resolve organizational and interdepartmental issues; direct staff in continuous efforts to improve quality productivity and effectiveness; incorporate team participation in decision making; respond to changes desired by the Board and County Administrator; establish and maintain cooperative working relationships with government agencies, elected officials, county employees, and the public; supervise, train, motivate, and evaluate assigned staff.

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