

**MADERA COUNTY
ASSISTANT COUNTY ADMINISTRATIVE OFFICER**

DEFINITION

Under direction of the County Administrative Officer, assists in planning, directing, coordinating, and managing the activities of the County Administrative Office and all its divisions; and performs related work as required.

The County Administrative Office performs several functions which assist the Board of Supervisors in administering County affairs and enabling County departments to conduct business in the most orderly, efficient, and cost-effective manner. These include administrative and operational services, fiscal and budget services, and intergovernmental relations.

The Assistant County Administrative Officer acts for the County Administrative Officer in their absence or as delegated and is responsible for insuring continuity in the effective operation of County administration by directing the operations of the department and staff in budget, purchasing, general services, special projects, homelessness, and other projects within the purview of county administration. Under direction of the County Administrative Officer, the Assistant County Administrative Officer will also assist in coordinating and planning administrative activities of all divisions within county administration.

DISTINGUISHING CHARACTERISTICS

This classification will oversee major departmental operations of the County Administrative Office. The incumbent is responsible for assisting in the day-to-day operations of the County Administrative Office including County-wide functions and programs.

SUPERVISION EXERCISED

Exercises direct supervision over supervisory, professional, technical, and clerical staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Assists the County Administrative Officer to plan, direct, coordinate and manage the day-to-day activities of the County Administrative Office; assists in the development, coordination, and implementation of County-wide goals, objectives, policies, procedures, and work standards.
- Oversees the development and control of the County's budget and long-range capital improvement planning and financing; participates in the development of short and long-range fiscal forecasts used in setting policy.
- Appears before the Board of Supervisors to present policy recommendations through agenda items and/or administrative reports to the Board; presents and justifies, in conjunction with the County Administrative Officer, the annual recommended budget to the Board of Supervisors; attends Board

of Supervisors' meetings in the absence of the County Administrative Officer, providing advice and assistance to the Board in matters relating to effective administration of the County; coordinates the Board of Supervisors' agenda through agenda item review, scheduling, and presentation.

- Assists in interviewing, selecting, and evaluating the work of department heads or other key management staff; interviews, selects, develops, assigns, evaluates and disciplines subordinate staff.
- Provides administrative and budgetary direction to County department heads; works directly with elected and appointed departments heads to resolve administrative and operational issues; directs the analysis of administrative policies, procedures, or problems, consistent with assuring effective delivery of services to the public; interprets County policies and procedures to Administrative Office staff, County departments, other agencies, and the public.
- Prepares or supervises the preparation of reports, memoranda, special studies, or research.
- Presents reports to administrators, staff, and the public; attends local, state, regional and federal conferences, workshops, meetings, and training seminars to maintain current in areas of responsibility.
- Stays current with job related knowledge related by attending professional conferences and in-service education programs, as well as by reviewing information obtained from Department memoranda, staff meetings and professional publications to attain and maintain human resources-related knowledge and skills and determine the impact of developments and change on providing service excellence.
- Demonstrates sensitivity to and understanding of historically minoritized groups and participates in professional development activities to increase cultural competency to enhance equity-minded practices within the county.

OTHER RELATED DUTIES

- Acts for the County Administrative Officer in their absence.
- May represent the department on task forces, committees, or projects; represents the department to the public, community organizations, and other government agencies; performs a variety of community outreach activities.
- May be assigned disaster service worker responsibilities as directed.
- Performs related duties and responsibilities as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Organization and functional structure of the County.
- Principles of public administration, organization, and management.
- Federal, State, and local laws, codes, and regulations applicable to the delivery of public services.
- Goal setting, program development and implementation.
- Effects of legislation on local government operations.

Madera County
Assistant County Administrative Officer (Continued)

- Principles and practices of public finance, governmental accounting, budget development, and fiscal management.
- Principles and practices of county or local government administration, including budget preparation, analysis, and control.
- Principles and practices of effective management and supervision.
- Principles and practices of strategic planning.
- Basic principles and practices of organizational improvement and culture change.
- Safety policies and safe work practices applicable to the work being performed.

Skill to:

- Make effective oral presentations to a variety of audiences with differing levels of knowledge regarding a variety of procedures.
- Use sound judgment and make appropriate decisions in stressful situations and analyze and adapt to new situations quickly.
- Plan and organize work to meet established timelines and department schedules.
- Exercise tact, diplomacy, and confidentiality in dealing with sensitive and complex issues and situations.
- Operate modern office equipment including computer equipment.
- Operate a motor vehicle safely.

Ability to:

- Assist in the planning, directing, managing, and overseeing the functions of the County.
- Supervise, train, and evaluate the work of assigned staff.
- Review and analyze complex budgets and financial practices of County departments.
- Analyze, prepare, and/or supervise the preparation of budgets and budget requests.
- Research, analyze and make effective recommendations on complex issues, proposals, budgetary and fiscal practices, procedures, and problems.
- Develop and implement goals, objectives, policies, procedures, work standards and internal controls.
- Apply statistical methods in the analysis of management methods and problems.
- Facilitate, coordinate, mediate, and negotiate between staff members of different County and non-County offices.
- Evaluate and edit reports and recommendations.
- Organize, set priorities, and exercise sound, independent judgment within areas of responsibility.
- Make clear, concise, and effective oral presentations to the Board of Supervisors, other agencies, and the public.
- Communicate tactfully, respectfully, and effectively with board members, administrators, staff, and the public, both orally and in writing, in a manner consistent with the department's policy and customer service policies.
- Analyze complex administrative and organizational issues, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Interpret, apply, and explain the policies, procedures, laws, codes, and regulations pertaining to

assigned programs and functions.

- Exercise sound judgment within general policy guidelines and general administrative direction.
- Prepare clear, concise, and comprehensive correspondence, reports, studies and other written materials.
- Develop and maintain an inclusive work environment that fosters diversity, respect and engagement.
- Establish and maintain effective working relationships with management, staff, diverse community, business and industry contacts, collaborative partner contacts, independent programs consultant/trainers, and the public.
- Communicate effectively, orally and in writing.
- Effectively represent the County's interests within conflicting, diverse, and complex issues and situations.
- Communicate clearly and concisely, both orally and in writing.
- Establish, maintain, and foster positive and harmonious working relationships with public officials, administrators, employees and others contacted in the course of work.

Education, Experience and Training:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Education/Training:

Equivalent to a Bachelor's Degree from an accredited college or university with major course work in accounting, finance, public administration, business management, or a closely related field.

Experience:

Five (5) years of full-time, paid professional governmental work experience in a managerial capacity involving budget planning and development, analysis of organizational structures and staffing patterns.

License or Certificate:

Possession of, or ability to obtain by date of appointment, an appropriate, valid California driver's license.

Physical and Psychological Demands

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this class, employees are regularly required to sit; talk or hear, in person and by telephone; use hands repetitively to finger, handle, feel or operate standard office equipment; and reach with hands and arms. Employees are frequently required to walk and stand; and lift up to 25 pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

Psychological Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks; work with frequent interruptions; work under intensive deadlines; and interact with county administrators, managers, staff, the public and others encountered in the course of work, some of whom are dissatisfied, angry or abusive.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees work under typical office conditions, and the noise level is usually quiet.

The employee may be required to travel to locations other than assigned work site and to adjust to work schedule changes and requirements to work overtime.

Effective Date: November 29, 2022