

County of Mariposa

ASSISTANT COUNTY ADMINISTRATIVE OFFICER
(At-Will)

DEFINITION

The Assistant County Administrative Officer performs a wide variety of managerial, professional, financial, and administrative duties with limited direction from the County Administrative Officer (CAO); provides assistance to the CAO and may be called upon to represent or act on the CAO's behalf in his/her absence.

The Assistant County Administrative Officer serves as the County's chief budget officer and is responsible for ensuring the Board of Supervisors and County executive team have the data to make sound financial and strategic decisions. This position coordinates and facilitates the county's budget process and fiscal policy.

DISTINGUISHING CHARACTERISTICS

This is a single-position, management-level, at-will class that requires the application of effective management practices and skills in planning, organizing, coordinating, and directing activities within the County Administrative Office. This class is expected to facilitate innovation and deliver critical services to both County residents and internal customers. It differs from the CAO in that the latter is appointed by the Board of Supervisors and has broad administrative authority across the County whereas the Assistant works under the CAO's direction with a major focus on the budget.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the County Administrative Officer.

Exercises supervision over assigned staff.

EXAMPLES OF ESSENTIAL FUNCTIONS

Depending upon assignment, duties may include, but are not limited to, the following:

Assists the CAO in the execution, coordination, and implementation of policies and directives of the Board of Supervisors; prepares and presents recommendations for Board of Supervisors' consideration and action; assists in administering daily operations, monitors service delivery, and acts for the CAO in his/her absence as directed.

Works with the CAO to identify organizational issues; conducts research and develops policy recommendations regarding a variety of County programs and services; develops related strategies and objectives as appropriate for the maintenance or enhancement of efficient and effective County operations.

Provides County departments with guidance, technical, and administrative support on all county-wide policies and procedures; monitors and reviews operations of departments for fiscal, operational, and political implications; implements policies, programs, studies, software, and initiatives across some or all departments.

Assists in the development of county-wide strategic plans and department objectives; leads in the development of long-term budgets and fiscal planning; advises on the creation and implementation of budget models, policies, and procedures including future projections and recommendations; develops performance management metrics that can be incorporated into the county budget process.

Develops and presents financial policy and funding strategy recommendations in cooperation with the County Auditor and CAO; prepares and administers self-insurance funds budget and allocates charges to appropriate departments; coordinates the development and administration of department and County budgets; assists in the development of budget-balancing strategies and prepares proposed and final budgets.

Manages assigned operations to achieve goals within budgeted funds and available personnel; plans and organizes programs and staff assignments; mentors staff and supports their professional development; reviews progress and directs changes in priorities and schedules as needed to ensure work is completed in an efficient and timely manner.

Monitors and analyzes state and federal budget developments and legislation affecting the County budget or fiscal operations.

Develops budget instructions, processes, and procedures; works with the CAO to recommend an annual operating budget based on revenue projections, proposed goals, work programs and projects; monitors and approves expenditures.

Conducts investigations, studies or surveys as requested by the Board of Supervisors to facilitate the efficient and effective use of departmental staff, materials, facilities, and services.

Oversees special projects; performs studies and surveys; manages contracts with external service providers; develops recommendations regarding County policies, programs, and services.

Represents the County at private and public sector meetings and events; gives presentations to various agencies and civic and community groups to discuss issues of relevance to County operations.

Responds to public inquiries, requests for assistance and complaints; represents the County in meetings and at various civic/community events; educates public on complex issues and encourages participation in the development of solutions and/or alternatives.

Analyzes proposed state and federal legislation; makes recommendations to the Board for positions on proposed legislation.

Develops and maintains systems and records that provide for proper documentation, control and evaluation of operations.

Acts as or represents the CAO in his/her absence as required.

Performs related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

All pertinent federal, state, and county laws, codes, ordinances, regulations and standards affecting County administration.

Principles, practices, methods, and procedures of public sector fiscal management, including budget preparation, expenditure control, fund accounting, and financial recordkeeping.

Administrative principles and methods, including goal setting, policy and organizational analysis, strategic planning, program development and implementation, and county government.

Modern principles and practices of management and supervision.

Methods of business letter and report preparation.

English usage, spelling, grammar, and punctuation.

Mathematics as related to fiscal/budget analysis and accounting and common statistical functions used for data analysis.

Modern office procedures, practices, and technology.

Information systems technology and specific applications for administrative and financial analysis, recordkeeping and reporting.

Ability to:

Interpret, analyze, and apply federal, state, and local laws, rules, and regulations pertaining to County administration.

Develop, implement, and interpret department/County goals, objectives, policies, procedures, and work standards.

Establish cooperative and effective working relationships with the Board of Supervisors, a variety of County departments, colleagues, outside organizations, and the citizens served; act with a high degree of political acumen.

Identify challenges and problems and conceive of analytical strategies to work toward solutions.

Select, train, motivate, develop, direct, and evaluate assigned staff.

Analyze complex problems, evaluate alternatives, and make sound recommendations.

Keep abreast of trends and requirements in County administration and operations.

Exercise sound, independent judgment within general policy guidelines.

Gain cooperation through discussion and persuasion.

Appraise situations and people accurately and quickly and adopt an effective course of action.

Represent the County effectively in meetings with others and make formal presentations to various groups.

Communicate effectively, both orally and in writing.

Prepare, review, and present reports, recommendations, and other correspondence and communications in a clear and concise manner.

Use and direct the use of computer programs for financial/administrative record-keeping and reporting.

Perform mathematical computations related to financial and data analysis.

Continue to develop professional knowledge, skills and networks through participation in appropriate professional organizations, events and training opportunities.

TYPICAL WORKING CONDITIONS

Work is performed in a normal office environment. Tasks may involve extended periods of time at a keyboard or workstation.

TYPICAL PHYSICAL REQUIREMENTS

Requires the mobility to work in an office environment. Requires the ability to sit at desk for long periods of time and intermittently walk, stand, stoop, kneel, crouch and reach while performing office duties; use hands to finger, handle or feel objects, tools or controls; lift and/or move objects and materials of up to 25 pounds. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office equipment. Must be able to use a telephone to communicate verbally and a keyboard to communicate through written means, to review information and enter/retrieve data, to see and read characters on a computer screen.

MINIMUM QUALIFICATIONS

Experience:

Four years of increasingly responsible managerial, fiscal, and professional administrative work in a government setting. Additional qualifying experience may substitute for the college education on a year-for-year basis.

Education:

A Bachelor's degree from an accredited college or university with a major in public or business administration, accounting, economics, finance, or a closely related field. A Master's degree in public or business administration is preferred and can substitute for one year of the required experience.

Additional Requirements:

Possession of a valid California driver's license. Under certain circumstances, the Human Resources Director may accept a valid driver's license from another state if applicant acknowledges his/her intent to acquire a California driver's license within three months by signing an acknowledgement form.

The duties of this position will involve access to confidential and sensitive information requiring a background investigation and credit check.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.

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