

**MENDOCINO COUNTY GOVERNMENT
CLASS SPECIFICATION**

CLASS TITLE: ASSISTANT COUNTY ADMINISTRATOR
DEPARTMENT: COUNTY ADMINISTRATOR
REPORTS TO: COUNTY ADMINISTRATOR

CLASS CODE: 17111
FLSA STATUS: E
DATE: 10/99

JOB SUMMARY AND DISTINGUISHING FEATURES:

Appointed position responsible for assisting the chief administrative officer in planning, monitoring and executing programs and general local government operations; budgeting and controlling expenditures; developing and enforcing policies and procedures and assisting department directors in implementing same; coordinating varied public agency activities; and developing effective relationships with board members, commissioners, department directors, etc.

ESSENTIAL JOB FUNCTIONS: (All responsibilities may not be performed by all incumbents.)

Carries out supervisory/managerial responsibility of Administrative Office staff in accordance with policies, procedures and applicable laws including: interviewing, hiring and training, planning, assigning and directing work; establishing deadlines; appraising performance; counseling with employees; and addressing complaints and resolving problems.

Plans, coordinates, assigns, and monitors performance and coaches, counsels, mentors, trains, and advises department directors and other employees for the dual goals of meeting department goals and employee career development.

Manages annual and individual projects by conducting complex research and works with department directors for the purpose of assigning and/or coordinating projects, programs, etc.

Assists in the development and enforcement of ordinances, policies, procedures, and standards for the department and County; recommends improvement when necessary and writes/revises same.

Assists departments with matters involving interdepartmental functions, central services and/or public relations.

Attends and conducts various project meetings and workshops.

Oversees the preparation of the agenda, evaluates requests, determines which items should be placed on the consent agenda, makes recommendations and attends Board meetings.

Negotiates or supervises contract negotiations, ensures that contracts are properly executed in accordance with laws, limitations, etc. and approves same up to specified limit.

Reviews, prepares and presents program reports, resolutions, ordinances, etc.

Organizes, directs and coordinates the collection of information pertinent to County programs and/or departments.

Serves as a member of various committees/teams and collaborates, persuades, and negotiates with others outside own work area to coordinate efforts and maintain cooperative and efficient relations.

Represents the Board and interacts with a variety of high level individuals, both internally and within the community to provide information, disseminate departmental information and assist in resolving administrative issues.

Assists in directing the establishment of long-range goals, objectives, organizational structure, and overall direction for all departments.

Works with Administrative Office staff to ensure clients are well served.

Ensures quality standards and compliance with regulations are maintained.

Maintains and upgrades professional knowledge, skills, and development by attending seminars and training programs and reading trade and professional journals and publications.

Prepares complex, routine and non-routine reports as requested utilizing a variety of software; receives, sorts, and

summarizes material for the preparation of reports; prepares work reports; relays and interprets administrative decisions, policies and instructions.

Acts as the County Administrator in his/her absence.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Personal Computer and/or Terminal

General Office Equipment

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Bachelor's degree from an accredited four-year college or university in business administration, public administration or related field; and,

Four to five years of progressively responsible related experience; or,

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

None

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Organizational theory.

Management practices.

Public administration.

Business and contract law.

Fund and budgetary accounting.

Fiscal administration and the principles of capital finance.

Labor relations.

Negotiation strategies and practices.

Electronic financial analysis.

Budgetary structure of the organization.

Administrative principles and practices, including goal setting and implementation.

Administration of staff and activities, either directly or through subordinate supervision.

Applicable state, federal and local ordinances, codes, laws, rules and regulations and legislative issues.

Methods and techniques of research, statistical analysis and report presentation.

All computer applications and hardware related to performance of the essential functions of the job.

Correct English usage, including spelling, grammar, punctuation, and vocabulary.

External governmental bodies and agencies related to area of assignment.

Standard business arithmetic, including percentages and decimals.

Human resources policies and practices.

Skill in:

Planning, organizing, assigning, directing, reviewing and evaluating the work of staff.

Selecting and motivating staff and providing for their training and professional development.

Using tact, discretion, initiative and independent judgment within established guidelines.

Analyzing and resolving situations and problems.

Researching, compiling, and summarizing a variety of informational and statistical data and materials.

Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.

Applying logical thinking to solve problems or accomplish tasks; to understand, interpret and communicate complicated policies, procedures and protocols.

Communicating orally with internal staff, citizens, and other departmental staff in order to give and receive information in a courteous manner.

Operating and routine maintenance of general office machines such as copiers, facsimile machines, telephone systems, and paging systems.

Mental and Physical Abilities:

Ability to read and interpret documents such as operation and maintenance instructions, procedure manuals, and so forth.

Ability to understand and carry out written and oral instructions, giving close attention to detail and accuracy.

Ability to delegate authority to staff.

Ability to establish and maintain effective working relationships with others.

Ability to add, subtract, multiply and divide whole numbers, common fractions and decimals.

Ability to deal with problems involving several concrete variables in standardized situations.

While performing the essential functions of this job, the incumbent is regularly required to sit, use hands to finger, handle, or feel objects, to reach with hands and arms, and speak and hear.

Working Conditions:

Work is performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust.

The incumbent's working conditions are typically moderately quiet, but may be loud at times and at some locations.

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This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.