



TITLE: CHIEF ADMINISTRATOR

FLSA: Exempt

BOARD APPROVED:

BARGAINING UNIT: Department Head Contract

DEFINITION

Under general administrative direction of the Board of Supervisors, performs highly responsible administrative work in the coordination of County programs, the analysis of organizational systems and methods, the review and coordination of the annual County budgets. Coordinates and supervises the County's personnel, risk management, purchasing, and construction programs, including assigned staff. The Chief Administrator may be temporarily designated as an interim County Department Head. Provides direct oversight of County appointed department heads. Ensures all County departments are complying with administrative policies, procedures, and programs adopted by the Board of Supervisors. Conducts administrative studies of County operations and prepares recommendations for the Board of Supervisors. Performs related professional and complex administrative work as required.

SUPERVISION RECEIVED AND EXERCISED

The Chief Administrator receives policy direction for the Board of Supervisors. Provides direct supervision of assigned administrative personnel and supervision of appointed County Department Heads.

CLASS CHARACTERISTICS

The Chief Administrator is a single position class that has full responsibility to the Board of Supervisors for the administration of all County services and activities. This is the top management position in the County administrative structure, demanding a high level of skill, knowledge and ability in all aspects of administration.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Acts as County administrator, providing administrative assistance to the Board of Supervisors, County departments and outside agencies.
- Acts on behalf of the Board of Supervisors in conducting the daily business of County government.
- Attends and participates in meetings of the Board of Supervisors; makes recommendations on agenda items. Provides assistance and direction to County departments and staff in the preparation of agenda items and backup documentation.

- Acts as department head for County Administration. Supervises, assigns and reviews the work of administrative staff; hires/discharges department personnel.
- Participates in the recruitment and selection of appointed County Department Heads.
- Evaluates the managerial performance of appointed County Department Heads annually based on goals and objectives developed by the Board. The Chief Administrator may progressively discipline appointed County Department Heads up to and including a three day unpaid suspension.
- Develops, presents to the Board for approval, and implements County policies and procedures.
- Analyzes legislation for impact to County operations and procedures.
- May temporarily be assigned to serve as an interim appointed County Department Head.
- Interviews and selects or makes recommendations for the selection of consultants and contractors; negotiates contract terms.
- Oversees County construction projects and/or provides direction to assigned project manager.
- Oversees management of County properties and acts as the County's agent in real property transactions.
- Coordinates preliminary, midyear and final budget hearing processes; prepares budget analyses and provides recommendations to the Board of Supervisors. Administers individual budgetary units within the purview of administration.
- Acts as the County's agent for the Tehama County Public Facilities Financing Corporation, entailing the management of financing projects; provides oversight and recommendations on other County financing arrangements as required.
- Composes or provides staff direction to draft agreements, resolutions, reports, ordinances, spreadsheets, correspondence, analyses and other documents for approval and/or execution.
- Coordinates and assists departments in meeting their technology needs.
- Serves as the County's representative on various boards, committees and task forces.
- Attends county, state, community and other meetings as required to conduct County business.
- Represents the County and acts as liaison with other public and private agencies, committees, and task forces, and provides information to the media, public, and agency representatives on County-wide activities or issues.
- Provides overall administrative leadership, supervision, and control of County business.
- Performs related work as required.

QUALIFICATIONS

Knowledge of:

- Applicable Federal, State, County, Department, and Division laws, regulations, policies and procedures
- Principles, practices and techniques of public administration and county government financial administration including budgeting, personnel administration, purchasing, property control, administrative analysis and the provision of central administrative services
- Advanced research techniques, methods and procedures
- Administrative principles involved in developing, directing and supervising various County-wide programs, activities and operations
- Modern office practices, methods and computer equipment
- Principles and practices of organization, administration and personnel management

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- Computer applications related to the work
 - Techniques for dealing effectively with and providing a high level of customer service to all individuals contacted in the course of work
 - The methods, principles and practices of the public administration, including functions and structure of County government and controlling legislation
 - Administrative principles and practices involved in developing, directing and providing oversight to various programs and departments within the County
 - Government budget preparation and administration
 - Principles and practices of leadership, motivation, team building, staff development and conflict resolution
 - Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs
 - Principles and practices of governmental budgeting, administration and fiscal control
 - Principles of supervision, training and performance evaluation
 - Local governmental function and structure, including fiscal infrastructures
 - Policy and procedure development and implementation related to County-wide programs, activities, and operations
 - Principles and theories of public administration including general administration, human resource management, fiscal management as applied to the overall management of a local governmental entity

Ability to:

- Analyze a variety of complex administrative and organizational problems and make sound policy and procedural recommendations
- Interpret and apply County policies, procedures, rules, laws and regulations.
- Use independent judgment and discretion in supervising various programs of the County
- Plan and develop daily, short- and long-term goals related to County purposes
- Assist, motivate and provide supervision and/or leadership to a diverse staff
- Plan and coordinate the most effective use of personnel, facilities and resources to achieve County goals
- Work under highly stressful conditions related to meeting deadlines, public pressures and scrutiny, internal problems, etc.
- Compile, organize and utilize various financial information necessary in the preparation and administration of County and departmental budgets; Make accurate arithmetic, financial and statistical computations
- Effectively prepare and control various County budgets
- Assemble and analyze information and prepare written reports and records in a clear, concise manner
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work
- Work independently and as a team member
- Use English effectively to communicate in person, over the telephone and in writing
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities and meet critical time deadlines
- Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines
- Supervise, assign, review and evaluate the work of others
- Use independent judgment and discretion in supervising various programs

- Analyze, interpret and administer a variety of laws, codes and regulations pertaining to the activities and functions of County government
- Make sound, educated decisions
- Read and interpret complex materials pertaining to the responsibilities of the job
- Maintain significant flexibility in daily operations and decision making
- React calmly and professionally in emergency, emotional, and/or stressful situations
- Plan, direct and control the administration and operations of the County Administration Office
- Develop and implement policies as approved by the Board of Supervisors; and develop and implement policies and procedures related to the County Administrative Office
- Gain cooperation through discussion and persuasion
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals
- Supervise, train and evaluate personnel as appropriate
- Prepare executive-level correspondence and reports
- Prepare and give public presentations on County-wide activities, functions, and issues
- Establish effective working and diplomatic relations with staff, the public, and representatives from governmental, industry, media and other agencies representing diverse cultures and backgrounds

Education & Experience:

Any combination of training and experience which would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

- Graduation from an accredited four-year college or university with a Bachelor's degree in business administration, public administration, or a closely related field.
- Five (5) years of professional management experience within a large entity to include public administration, human resource management and fiscal management.
- Other combinations of education and experience may be considered.

License & Special Requirements:

- Possession of, or ability to obtain and maintain, a valid California Class C Driver License and a satisfactory driving record is required. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various County and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects, up to 50 pounds, as necessary to perform job functions.

WORKING CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. May be exposed to dusts and scents. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing County policies and procedures. May require irregular working hours and the ability to work under highly stressful situations.

**EQUAL OPPORTUNITY EMPLOYER / AMERICANS WITH DISABILITIES ACT
COMPLIANT / VETERANS' PREFERENCE POLICY / DRUG-FREE WORKPLACE**

(10/2/12)