

## **COUNTY ADMINISTRATIVE OFFICER**

### **DEFINITION**

The Plumas County Administrative Office was established by Plumas County Code of Ordinances, Title 2, Chapter 4, Article 6, for the purpose of providing effective centralized administration for the government of Plumas County. Under policy direction, the County Administrative Officer (CAO) plans, organizes, and provides administrative direction and oversight for all County functions and activities; provides policy guidance and program evaluation to the Board of Supervisors and management staff; encourages and facilitates provision of services to County residents and businesses; fosters cooperative working relationships with State and local intergovernmental and regulatory agencies and various public and private groups; pursues appropriate avenues of economic and community development; and performs related work as required.

The CAO receives administrative and general policy direction from the Board of Supervisors. The work provides for a wide variety of independent decision-making, within legal and general policy and regulatory guidelines. The primary function of the CAO is to oversee the preparation, adoption, and administration of the county budget. This position works closely with the elected offices of auditor-controller, treasurer, tax collector and assessor to coordinate the efforts of those finance-related offices in the preparation and administration of the county budget. The CAO provides the Board of Supervisors with objective analyses of issues. Through the coordination of departmental activities, the CAO works to resolve differences among departments and ensure the county government operates harmoniously. The position shall also be vested with the authority and titles of County Budgetary Officer, and County Purchasing Agent.

### **DISTINGUISHING CHARACTERISTICS**

This is the single highest-level administrator appointed by, reporting to, and serving at the pleasure of the Board of Supervisors. This class 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. The County Administrative Office is accountable for accomplishing the County's administrative goals and objectives within policy guidelines.

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

The County Administrative Officer receives policy direction from the Board of Supervisors. He/she provides direct supervision and evaluation of administrative personnel and other support staff as needed; assists BOS with supervision of Department Heads, with the exception of Elected Department Heads and County Counsel.

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### **SCOPE OF AUTHORITY/EXAMPLES OF DUTIES**

- **County's Budget Officer Duties:**
  - In concert with the County Auditor, prepares and recommends an annual County budget and exercises continuous budgetary control.
  - Issues budget preparation instructions.
  - Directs the budget preparation activities of the County's Offices and Departments
  - Takes all steps reasonably necessary to exercise budgetary control.
  - Approves budget adjustments.
  - Makes periodic budget status reports to the Board.
  - Reviews all requests for appropriation transfers and makes recommendations to the Board.
  - Supervises expenditures of all elective and appointive offices, departments, and institutions.
  - May recommend to the Board the establishment of a budgetary allotment system and such other expenditure controls which he or she believes to be necessary or desirable.
- **Purchasing Agent Functions:**
  - Maintains responsibility for the purchasing program for the County.
  - Supervises expenditures of all elective and appointive offices, departments, and institutions.
  - Coordinates purchasing of fixed assets and vehicles as authorized by the Board.
  - Approves contract on behalf of the Board, up to the Board authorized amount.
  - Approves exemptions to the Purchasing Policy.
- **Administrative Functions:**
  - Assists the Board with supervision and administration of all county offices, departments and entities over which the Board has responsibility and control through its power of appointment.
  - Coordinates the work of all elected and appointed county offices, departments, and institutions that are the responsibility of the Board.
  - Provides recommendations to the Board to improve efficiency and economy in the administration of County affairs.
  - Attends Board meetings and may participate in the discussion of any matter but shall have no vote.
  - Represents the Board in the County's intergovernmental relationship in accordance with Board policies and instructions. As directed, represents the Board in dealing with individual or groups concerned with County affairs.
  - Directs and coordinates the development and implementation of goals, objectives, and programs for the Board of Supervisors and the County; develops administrative policies, procedures, and work standards to ensure that the goals and objectives are met and that programs provide mandated services in an effective, efficient, and economical manner.
  - Provides policy guidance and interpretation to staff; may serve as the hearing officer for grievances and discipline hearings; assists in the selection of department heads to the Board.

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- Ensures that the Board is kept informed of County functions, activities, and financial status, and of policy, social, and economic issues affecting County activities.
  - Monitors changes in laws, regulations, and technology that may affect County operations; implements policy and procedural changes as required.
  - Coordinates the planning for the design and construction of physical facilities and the assignment of space required for County services, with the Facilities Director.
  - Prepares, and keeps current, a capital improvement plan, including recommended methods for financing for adoption by the Board.
  - Oversees and guides the ongoing development, revision, implementation and evaluation of the County strategic plan
- **Supervision and Personnel Duties:**
  - Works closely with the Human Resource Director to make recommendations to the Board for new positions, allocations of staffing and organizational structure for departments, and authorize emergency transfers or assignment of personnel.
  - Assists the Board with performance evaluations of appointed department heads.
  - Works with Human Resources Director and Auditor to coordinate the labor relations program for the county
  - Acts as a department head for the County Administrative Office; supervises, assigns, and reviews the work of administrative staff; hires and discharges administrative office personnel.
  - In the absence or vacancy of a department head, CAO may be appointed by the Board of Supervisors to serve in the interim
- Authority, but not responsibility, for the duties assigned to the CAO may be delegated. Delegation will be in writing with limitations and copied to the Board.
- When an absence from the County is for more than thirty days, or, for disciplinary or investigative reasons, the Board will appoint an acting County Administrator which may or may not be an appointed department head.

### **TYPICAL PHYSICAL REQUIREMENTS**

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; hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing 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.

### **TYPICAL WORKING CONDITIONS**

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

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Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit. The employee is often required to travel to and make outside visits – occasionally on uneven surfaces with potential access barriers; to use hands to finger, handle, or feel; reach with hands and arms; and stoop or kneel. The employee must occasionally lift and/or move up to 10 pounds. Specific vision and hearing abilities required by this job include hearing and vision adequate to observe human interaction, and vision to input and access information from the computer system.

### **KNOWLEDGE AND ABILITY**

#### **Knowledge of:**

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation.
- Principles, practices, and procedures of public administration in a county government setting.
- Functions, services, and funding sources of a county government.
- Functions, authority, responsibilities, and limitations of an elected Board of Supervisors.
- Applicable Federal, State, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to assigned area of responsibility.
- Principles, practices, methods, and procedures of County government budget development, administration, and accountability; fiscal and personnel management, cost accounting, and public funding as related to County government administration.
- Current social, political, and economic trends affecting County government and service provision.
- Modern office practices, methods, computer equipment and applications related to the work.
- Record-keeping principles and procedures.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the County in contacts with government agencies, community groups, and various business, professional, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.

#### **Ability to:**

- Plan, administer, coordinate, review, and evaluate the functions, activities, and staff of the County.
- Work cooperatively with, provide highly complex and responsible staff support to, and implement the policies of the Board of Supervisors.

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- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls.
- Assist in the administrative activities of County offices and departments in such matters that are the concern and responsibility of the Board of Supervisors.
- Direct the analysis and evaluation of annual budget requests of all County departments.
- Direct the preparation of the budget recommendations to the Board of Supervisors.
- Direct the continuous review of County expenditures through the fiscal year, develop fiscal and organizational plans for the Board of Supervisors.
- Attend meetings of the Board of Supervisors and make recommendations on administrative and budgetary matters.
- Interpret, apply, explain, and ensure compliance with applicable Federal, State, and local laws, rules, regulations, policies, and procedures.
- Conduct effective negotiations and effectively represent the County in meetings with governmental agencies, community groups, and various businesses, professional, educational, regulatory, and legislative organizations, and the media.
- Serve effectively as the administrative agent of the Board of Supervisors.
- Direct the preparation of and prepare, verify, analyze, and reconcile clear and concise reports, records, correspondence, policies, procedures, and other written materials.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Gain cooperation through discussion and persuasion.
- Appraise situations and people accurately and quickly and adopt an effective course of action.
- Perform complex mathematical computations.
- 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.
- Operate modern office equipment and computer applications related to the work.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines in politically sensitive situations.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

## **QUALIFICATIONS**

### **Minimum Qualifications:**

Minimum education and experience needed for this position:

Equivalent to graduation from a four-year college or university with major coursework in public or business administration, political science, public policy, finance, or a related field and five (5) years executive-level experience in a related administrative/managerial capacity involving responsibility for planning, organization, and implementation of programs and services for an

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organization. An equivalent to a master's degree in public or business administration is highly desired.

**Special Requirements:** Must possess a valid driver's license at time of application and a valid California Driver's License by the time of appointment. The valid California License must be maintained throughout employment.

All County of Plumas employees are designated Disaster Service Workers through State law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are Required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.