

**ADMINISTRATIVE OFFICER****DEFINITION**

Under policy direction from the Board of Supervisors, to execute and coordinate the management and administrative policies and directives of the Board; to direct the activities of the Administrative Office and to do related work as required.

**DISTINGUISHING CHARACTERISTICS**

This is a single position class which is appointed by and services at the will of the County Board of Supervisors. Incumbents in the position are expected to assist and advise the Board on matters of County budget, finance and operations.

**EXAMPLES OF DUTIES**

1. Attends meetings of the Board of Supervisors and advises and makes recommendations on matters concerning the efficient administration of the functions of County government.
2. Acts as an agent for the Board in seeing that administrative policies and regulations operating programs are carried out.
3. Serves as budget and finance officer assuring development and control of the annual County budget and long range capital improvement planning.
4. Confers with department heads and receives such reports as may be required to assure adherence to Board policy and completion of Board projects.
5. Studies and recommends changes in legislation and Board policies and methods of improving County administration and operations.
6. Recommends revenue raising measures, tax rates and methods for financing capital improvements.
7. Directs the operation of the Administrative Office.

**QUALIFICATIONS**

A combination of experience, education, and/or training which substantially demonstrates the following knowledge, skills and abilities:

**Knowledge and Skills:**

Comprehensive knowledge of

1. The principles and practices of public administration, including administrative analysis, public fiscal planning and control, as well as policy and program development research.
2. The basic laws and legislative processes controlling state, county and local government relationships.

Administrative Officer

3. Administrative methods including budgetary, fiscal and tax administration, accounting and auditing, and administrative analysis.

Thorough knowledge of:

1. Current and potential revenue sources and financing techniques which may be utilized by county governments.
2. Powers, limitations, organization methods and financial problems by county government.

Skill to:

1. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of county goals.
2. Interpret policy to the public and to work cooperatively with community groups and other agencies and to meet the needs of the county.
3. Plan, organize, coordinate and direct the work of both staff and supervisory personnel so as to achieve efficiency of operation and to meet program goals.
4. Communicate effectively in writing in order to prepare technical and statistical reports.
5. Communicate effectively in public meetings to present findings, recommendations and policies.
6. Maintain effective relationships with the Board of Supervisors and the individual member thereof, as well as with all levels of county employees, officials of other agencies and members of the public.

**EXAMPLES OF EXPERIENCE/EDUCATION/TRAINING**

The knowledge, skills and abilities listed above may be acquired through various types of experience, education or training, typically:

Education:

College course work equivalent to a Bachelors degree in public or business administration or closely related field.

AND

Experience:

Five years of progressively responsible experience in an executive or administrative position (preferably in local government) which required a formulation and implementation of programs, budgets and administrative operations. At least two years of the required experience must have been in a position which involved responsibility for reporting to or working with a legislative body or policy making board.

**CLASS HISTORY**

Class Code: 11A01  
Established Date: June, 1988  
Revised Date: (New)  
Former Title: (New)

**CLASS DATA**

Job Group:  
EEO Category: E  
Work Comp. Code: 8810  
Bargaining/Employee Unit: Y  
FLSA: E  
MOCO OT: N

Prepared by: LJT 6/27/88

Approved by:

/s/ John Enos, Assistant Personnel Officer  
County Administrative Office

6/29/1988  
Date