

## COUNTY ADMINISTRATIVE OFFICE – FUNCTIONAL AREA ASSIGNMENTS AND RESPONSIBILITIES

Nick Chiulos, Assistant CAO

Land Use, Economic Development, Emergency Management, Parks,  
and Intergovernmental & Legislative Affairs

The Assistant County Administrative Officer performs the following functions:

- Advises the Board of Supervisors and County Administrative Officer (CAO) on operational, administrative, interagency and legislative issues related to County operations
- Directs management of the Economic Development and Emergency Communications Departments; Intergovernmental & Legislative Affairs and Office of Emergency Services Divisions, and Workforce Development Board
- Directs management of the County Legislative Advocacy and Government Relations Program and the Strategic Grants Services Program
- Coordinates the Board/Department Head Strategic Planning Sessions

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- Directs management of the County Performance Measurement Program, “Managing for Results”
- Directs management of the County Energy and Sustainability Program, “Go Green! Monterey County”
- Directs management of the County’s media relations and government channel programming
- Serves as CAO’s liaison to the Resource Management Agency, Parks, Agricultural Commissioner, and Cooperative Extension Departments
- Serves as CAO’s liaison to Fort Ord Reuse Authority and the Emergency Communications Users Advisory Council
- Serves as an alternate to the Fort Ord Reuse Authority Board of Directors
- Serves as member of the Monterey County Emergency Medical Services Committee
- Serves as staff to, and coordinates operation of, Board of Supervisors’ Legislative, Capital Improvement, and Alternative Energy and Environment Committees
- Completes special projects as assigned by the Board of Supervisors or CAO
- Serves as County Administrative Officer in his absence