

COUNTY ADMINISTRATIVE OFFICE – FUNCTIONAL AREA ASSIGNMENTS AND RESPONSIBILITIES

Dewayne Woods, Assistant CAO

Budget, Finance, Administration, and Information Systems

The Assistant County Administrative Officer performs the following functions:

- Advises the Board of Supervisors and County Administrative Officer (CAO) on operational, finance, administrative, and Information Technology (IT) issues related to County operations
- Manages the County Budget & Analysis, Contracts/Purchasing, Records Retention, and Countywide Fleet Management Divisions
- Serves as CAO's liaison to the following committees: Budget, Public Improvement Corporation, Deferred Compensation, and Treasury Oversight
- Serves as CAO's liaison to Treasurer-Tax Collector, Assessor-Clerk-Recorder, and Auditor-Controller
- Oversees the Departments of Information Technology and Clerk to the Board.
- Assigned as County Administrative Office lead on specified Major Capital Improvement Projects
- Administers contract operations for Laguna Seca Recreational Area
- Serves as County Administrative Officer in his absence