The Assistant County Administrative Officer performs the following functions:

- Advises the Board of Supervisors and County Administrative Officer (CAO) on operational, administrative, and legislative issues related to County operations
- Manages the Economic Development, Emergency Communications, and Parks Departments; and CAO Intergovernmental & Legislative Affairs and Office of Emergency Services Divisions
- Manages County Legislative Advocacy and Government Relations Program
- Manages Strategic Plan Program
- Manages County Performance Measurement Program
- Serves as CAO’s liaison to the Resource Management Agency, Agricultural Commissioner, and Cooperative Extension Departments
- Serves as CAO’s liaison to Fort Ord Reuse Authority and the Emergency Communications Users Advisory Council
- Manages the Board of Supervisors’ Committees: Legislative, Capital Improvements, and Alternative Energy and the Environment
- Serves as assigned as County Administrative Officer in his absence

Revised 7/08/14