

ASSISTANT COUNTY ADMINISTRATOR

DEFINITION

To assist the Board of County Commissioners and County Administrator in the management and administration of County department operations and activities; to facilitate and coordinate operations between independent departments; to provide highly responsible and complex analytical support to the County Administrator; to supervise County programs not under the direction of another department head; and to perform related work as required. This is an unclassified position that serves at department director level at the pleasure of the Board of Commissioners.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the County Administrator, and policy direction from the Board of County Commissioners.

Exercises direct supervision over County Administration functions and assigned Department Directors as well as assigned clerical, technical, professional and management personnel, as directed by the County Administrator.

EXAMPLES OF DUTIES

Confers with and advises County department heads and administrative staff on administrative issues; proposes improved administrative policies and procedures.

Confers with the County Administrator to coordinate the overall management of County government in accordance with the policies and goals set by the Board of County Commissioners; reports to the County Administrator and the Board at frequent intervals on a variety of matters.

Develops, plans, and implements strategic county-wide organizational goals and objectives; recommends and administers policies and procedures.

Works with the County Administrator to provide leadership for the management team and formulates directives while actively soliciting management team input.

Directs, oversees and supervises complex special projects and initiatives in support of Lane County's goals and strategic objectives.

LANE COUNTY

Assistant County Administrator (continued)

EXAMPLES OF DUTIES (con't)

Supervises County departments as assigned; selects, trains, motivates, and evaluates management and other assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.

Confers with various department heads and others regarding personnel, procedural, policy and system concerns, and related administrative issues.

Makes recommendations and provides consultation regarding bills before U.S. Congress and the State Legislature affecting the operations of County departments; prepares reports and may participate in legislative analysis as it pertains to certain areas of county administration.

Meets and confers with representatives of County departments and other community and government agencies and groups; may represent the County at various public meetings, advisory committee meetings, legislative sessions, boards and commissions.

Supervises and participates in the development and administration of budgets for areas as assigned; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; implements mid-year adjustments.

Conducts research and provides assistance to the County Administrator on labor relations issues.

Acts in the capacity of County Administrator in his/her absence, as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Organizational and management practices as applied to the analysis and evaluation of County programs, policies and operational needs.

Principles and practices of organization, administration and personnel management.

Principles and practices of budget preparation and administration.

Principles of supervision, training and performance evaluation.

Federal, state and local statutes, rules, and administrative procedures pertaining to the administration of county government.

Public policy development and decision making.

LANE COUNTY
Assistant County Administrator (continued)

Demonstrates Skills In:

Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions, and implementing recommendations in support of goals.

Planning, organizing, coordinating and managing a variety of complex projects.

Interpreting and applying County policies, procedures, statutes, rules, regulations and Board directives.

Compiling, analyzing and reporting data and information in a concise format.

Using computers and related software applications.

Gaining cooperation through discussion and persuasion.

Directing, preparing and administering a budget.

Establishing and maintaining effective working relationships with elected officials, department heads, County staff, intergovernmental partners, and others from diverse groups and backgrounds contacted in the course of work.

Communicating clearly and concisely, both orally and in writing.

Preparing and presenting concise and definitive oral and written presentations on various aspects of county government operations.

Supervising, training and evaluating assigned staff.

Experience and Training

Training:

Equivalent to a Bachelor's degree from an accredited college or university in business administration, public administration, political science, or a closely related field. A Master's degree is strongly preferred.

Experience:

Six years of increasingly responsible experience in public administration or management in local government as a city or county manager, large public agency administrator, department head, or equivalent.

LANE COUNTY
Assistant County Administrator (continued)

Experience and Training (con't)

An equivalent combination of experience and training that will demonstrate the required knowledge and abilities is qualifying.