

# CLASS SPECIFICATION

Yuba County

September 2001

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**CLASS TITLE:** Assistant County Administrator

**FLSA STATUS:** Exempt

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## **JOB SUMMARY:**

Under administrative direction, assists in the coordination of the work of all elective and appointive County offices, departments and institutions in matters which are the concern and responsibility of the Board of Supervisors; assists in the administration and management of County affairs including the budgets and special projects; acts in the capacity of the County Administrator in his/her absence; and performs related work as assigned.

## **EXAMPLES OF DUTIES:**

### **Essential:**

- Assists in preparation and review of County budget.
- Makes appropriate budget, staffing and fee structure recommendations.
- Applies for grants.
- Provides technical and administrative assistance to departments and other agencies.
- Represents the County Administrator on assigned committees.
- Prepares and makes verbal and written reports on assigned studies and analyses.
- Advises the County Administrator and Board on issues and programs; assists in the preparation of long-range planning.
- Determines analytical techniques and data gathering processes and obtains required information for analysis.
- Analyzes alternatives and makes recommendations regarding such matters as organizational structure, budget development and administration, staffing, facilities, productivity, and policy and procedure development and implementation.
- Coordinates ongoing departmental areas such as capital improvement inventories, developing funding sources, accounting and project control systems.
- Confers with and represents the County in meetings with employees and departments, representatives from various governmental agencies, community, business, professional and the general public.
- Negotiates and administers agreements and contracts.
- Provides assistance to County staff and community in disaster emergency situations.
- Maintains accurate records and files.

### **Important:**

- May direct the work of professional, technical or office support staff daily or for special projects.
- May be required to drive a personal or County motor vehicle .

### **Knowledge of:**

Principles and practices of public administration in a County setting including fiscal management, cost accounting, budgeting, and public funding.  
Data sampling and statistical analysis techniques.  
Functions, authority, responsibilities and limitations of an elected Board.  
Principles, methods and techniques of administrative analysis.

Applicable legal requirements regarding the preparation and evaluation of County budgets.  
Techniques for dealing with a variety of individuals in person and over the phone; handling confrontational situations with tact.  
Correct business English, including spelling, grammar and punctuation.  
Computer applications related to the work.

**Skill in:**

Planning, organizing, administering, defining problems, coordinating and reviewing a wide variety of programs and services.  
Working cooperatively, using tact and discretion, with the Board, related committees and persons contacted in the course of work.  
Using initiative and good judgment within general policy guidelines.  
Interpreting, applying and explaining complex laws, codes, and regulations to assist county departments and other agencies with implementation.  
Representing the County Administrator in all areas as assigned and needed.  
Supervising professional and/or clerical staff.

**Ability/Physical Requirements:**

- Mobility to work in a typical office setting, use standard office equipment, and to drive a motor vehicle to visit various County sites and meetings.
- Vision to read printed materials and a computer screen for prolonged periods of time.
- Hearing and speech to communicate in person or over the telephone.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

**Working conditions:**

- Generally a typical office environment.
- Attend meetings outside of normal working hours; work extended hours as needed.

**Licensing and Certification:**

- Specified positions may require the ability to obtain a valid California Class C driver's license within thirty (30) days of employment.

**Background:** The minimum and preferred requirements for this position are described below:

**MINIMUM:** Bachelors Degree from an accredited four-year college or university with major course work in Business/Public Administration, or a closely related field and three years of progressively responsible administrative, financial and/or management experience in a public agency setting.

**PREFERRED:** Possession of an advance degree in an appropriate field and additional direct experience in county government.

**This Class Specification lists the major duties and requirements of the job. Incumbent may be expected to perform job-related duties other than those contained in this document.**