

## CLASS SPECIFICATION

Yuba County

May 1996

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**CLASS TITLE:** County Administrator

**FLSA STATUS:** Exempt

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### **JOB SUMMARY:**

Plans, organizes, coordinates and administers through management staff all County functions and activities; provides policy guidance and program evaluation to appointed managers and elected officials; encourages and facilitates improvement in the provision of services to their customers by County staff; fosters cooperative working relationships with intergovernmental and regulatory agencies, various public and private organizations and County staff; performs related work as assigned.

### **CLASS CHARACTERISTICS:**

Working under policy direction of the Board of Supervisors and in accordance with California law and statutes, the incumbent exercises administrative guidance and oversight of all County activities. Much of this authority is delegated to department heads by the Board of Supervisors; however, the overall coordination and provision of County services is the responsibility of the County Administrator.

### **EXAMPLES OF DUTIES:**

#### **Essential:**

- Plans, organizes, coordinates and directs, through elected officials and appointed managers and administrative staff, the work of the County in accordance with the adopted goals and objectives of the Board of Supervisors.
- Directs and coordinates the development and implementation of goals, objectives, policies, procedures and programs for the County; provides for administrative policies, procedures and work standards to ensure that goals and objectives are met and that programs provide mandated services in an effective and efficient manner.
- Works closely with the Board of Supervisors and related policy bodies such as boards, commissions and committees, a variety of public and private organizations and citizen groups to develop and implement programs and meet goals and objectives.
- Advises the Board of Supervisors on issues and programs; directs the preparation of and recommends long-range plans for County funding and service provision and directs the development of specific proposals for action regarding current and future County needs.
- Directs the work of County administrative support staff; coordinates the filling of Board, committee, commission and other policy group vacancies through appointment or election.
- Coordinates the preparation, implementation and administration of the County's operational, supplemental and capital improvement budgets and the preparation and presentation of appropriate budget and financial reports.
- Represents the Board of Supervisors and the County in contacts with governmental agencies, community groups and various business, professional and legislative organizations, either directly or through subordinate staff.

**Important:**

- Ensures that the Board of Supervisors is kept informed of County program and financial status and of legal, social and economic issues that may effect County programs and operations.
- Uses standard office equipment, including a computer, in the course of the work; drives a personal or County motor vehicle in the course of the work.

**QUALIFICATIONS:**

**Knowledge of:**

Principles, practices and procedures of public administration in a County government setting.  
Administrative principles and practices, including goal setting, program development, implementation and evaluation, and the management of employees through multiple levels of management.

Functions, authority, responsibilities and limitations of an elected Board of Supervisors.

Principles and practices of budget development and administration.

Funding sources impacting program development and service delivery.

Applicable legal guidelines and standards effecting County government.

Social, political, economic, environmental and related issues influencing local government functions and activities.

Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone, occasionally when relations may be confrontational or strained.

Principles and techniques of making effective oral presentations.

**Skill in:**

Planning, organizing, administering, coordinating, reviewing and evaluating a wide variety of County programs and services through executive management staff.

Working cooperatively with and accomplishing implementation of the policies of an elected Board of Supervisors and related boards and committees .

Developing and implementing goals, objectives, policies, procedures, work standards and internal controls.

Interpreting, applying and explaining complex laws, codes and regulations.

Preparing clear and concise reports, correspondence and other written materials.

Using initiative and independent judgment within general policy guidelines.

Using tact, discretion and prudence in dealing with those contacted in the course of the work.

**Physical Demands:**

- Mobility to work in a typical office setting, use standard office equipment, and to drive a motor vehicle in order to visit various County sites and attend 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:**

- Attend meetings outside of normal working hours.

**Licensing and Certification:**

- Possess a valid California Class C driver's license.

**Background:** Any combination of education and experience which provides the required knowledge and skills is acceptable; a typical way of gaining the knowledge and skills is outlined below.

**Minimum:** Equivalent to graduation from a four year college or university with major course work in public or business administration or a field related to the work and significant management experience in a major public agency setting.

**Preferred:** In addition to the above minimum, experience in working directly with an elected Board or Council is highly desirable as is possession of an advanced degree in an appropriate field.

**This class specification lists the major duties and requirements of the job. Incumbent(s) may be expected to perform job-related duties other than those contained in this document.**