

## **SENIOR DEPUTY COUNTY ADMINISTRATOR**

### **THE POSITION**

This position acts as a full-line assistant to the County Administrator. Assists the County Administrator in managing and directing the activities of assigned County departments, divisions, and work units; provides administrative and policy guidance to County department heads; plans, organizes, and directs the activities of assigned divisions and activities of the County Administrative Office; provides highly complex staff assistance to the County Administrative Officer; assumes the responsibilities of the County Administrative Officer as assigned or required in his/her absence; and, functions as a positive and proactive team leader and team member.

### **THE COUNTY ADMINISTRATOR'S OFFICE**

The County Administrative Office is responsible for direction of the following programs and services:

- Budget and Finance
- Clerk of the Board of Supervisors
- Economic Development
- Emergency Services
- Information Services
- Integrated Waste Management
- Library Services
- Motor Pool
- Museum Services
- Parks & Recreation
- Personnel
- Purchasing
- Risk Management

### **EMPLOYMENT STANDARDS**

Any combination of experience and training that would provide the required knowledge and skills is qualifying.

**Experience:** A typical way to obtain the required knowledge and skills would be:

**Senior Deputy County Administrator:** Five (5) years of progressively responsible professional administrative experience in a governmental agency,

including four (4) years of management responsibility, with two (2) years of this management experience being in a California city or county.

**Training:** Equivalent to a bachelor's degree from an accredited college or university with major coursework in business, public administration, or a related field.