

**ASSISTANT DIRECTOR  
DEPARTMENT OF ADMINISTRATION**

**DEFINITION**

This position receives general supervision and direction from the Director of Administration, serves as part of the Department of Administration management team; provides general management support to the Director on countywide departmental activities and operations and has primary oversight responsibilities for assigned Divisions and projects.

**EXAMPLES OF DUTIES**

- Providing administrative oversight to the Information Management and Administrative Services (Printing and Services) Divisions, exercising direct and indirect supervision over professional and technical support personnel, as assigned;
- Developing and monitoring the Department of Administration budget;
- Creating and executing a strategic plan and performance management program for the Department of Administration;
- Managing, coordinating, and conducting a variety of special projects and studies regarding service delivery and program efficiency;
- Providing responsible and complex staff support to the County Executive's Office and County Board;
- Coordinating activities with other County officials, departments, outside agencies, organizations;
- Serving as acting Department director in the director's absence and representing the department at intradepartmental and interdepartmental meetings, County Board meetings, and other public forums as needed.
- Performs related work as needed or assigned by the Director.

**EMPLOYMENT STANDARDS**

Education and Experience: The position requires a combination of education and experience equivalent to a Bachelor's degree in political science, economics, public administration or related field required and three years of increasingly responsible experience in local government. A Master's degree in public administration or business administration is preferred and will be substituted for up to two years of required experience.

Knowledge, Skills and Abilities: Knowledge of modern principles, methods and practices relating to public administration; knowledge of effective managerial practices and methods; knowledge of governmental budgeting and financial principles and practices; knowledge of federal, state and local laws, regulations and standards relating to administrative services; skill in communicating effectively, both orally and in writing; skill in establishing and maintaining effective working relationships with other employees, government officials, civic organizations and community agencies, representatives from labor unions and the media, and the general public; ability to plan, organize, prioritize, coordinate, assign and evaluate the work of subordinate managers; general management, policy analysis and development skills are essential, along with experience in budget preparation and control. The ideal candidate will also have a commitment to public service and strong communication and interpersonal skills.

**SPECIAL REQUIREMENTS:** None