

DIRECTOR OF ADMINISTRATION

DEFINITION

This is advanced professional and managerial work planning, directing and coordinating the administrative services for the County government, including finance, budget, internal audit, payroll, personnel and employee relations, risk management, purchasing, information technology, real estate and facilities planning, telecommunications, printing, general support services, food services, and facilities management. The work includes planning, organizing, coordinating, assigning and evaluating the work of subordinate managers overseeing the various administrative services. The work is performed under the executive direction of the County Executive.

EXAMPLES OF DUTIES

Plans, organizes, prioritizes, and directs the activities of the department; assures the total operational effectiveness of the department. Establishes and implements operational policies, goals and objectives for the department; assures departmental operations are carried out according to federal, state and local laws, rules and regulations; coordinates all departmental functions with other County agencies and other governmental agencies and political bodies, as needed. Develops long and short range planning and needs assessment for the improvement of administrative services and fiscal stability. Prepares and presents the annual departmental budget; determines resource needs and financing requests; oversees departmental budgetary administration. Plans and participates in technical and administrative studies and reviews reports of program needs and accomplishments. Maintains records and prepares reports on a variety of subjects. Evaluates the work of subordinate managers and support staff; identifies training needs; provides counseling as needed; hires and disciplines, as necessary, all departmental employees. Advises County Executive, County Board Chair, County Board, elected and appointed department heads, citizen boards, various committees and commissions regarding management practices and policy issues; completes and presents analyses of complex management issues. Serves as lead staff person for the development of the County's annual operating budget, including guidelines for departmental budgets proposed by heads of the different County departments. Serves as lead staff person for special, major projects; conducts analyses of complex budget issues, new and alternate revenue sources, intergovernmental transfer of programs or development of new programs. Recommends annual capital project budget to County Executive; develops long-term debt strategy; oversees County borrowing and debt administration, including management of credit rating agency relations; identifies potential sources for long-term funding. Evaluates requests for automated management information systems; determines priorities and initiates conceptual designs; establishes completion standards and monitors programs. Directs the development and recommendation of collective bargaining strategies to the County Executive and the County Board's Personnel Committee; oversees union contract negotiations and administration; directs the development of county-wide staff training programs. Establishes cost effective employee benefits programs; evaluates cost effectiveness and adequacy of self-funded accounts; assesses costs of potential new benefit offerings. Recommends and coordinates internal

and external audits to determine compliance with County policy. Completes facilities needs analysis, evaluates real estate transactions, makes recommendations to the County Executive and Board of Supervisors. Maintains effective working relationships with elected and appointed officials of the county and with other governmental agencies. Performs related work as needed or assigned by the County Executive.

EMPLOYMENT STANDARDS

Education and Experience:

Any combination of training and experience equivalent to a bachelor's degree in business or public administration and five years experience managing administrative support services preferably including budget analysis and development. Prefer local government experience. A master's degree in business or public administration is preferred and will be substituted for up to one year of the required experience.

Knowledge, Skills and Abilities:

Extensive knowledge of modern principles, methods and practices relating to public administration; extensive 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; knowledge of collective bargaining and union contract administration principles and practices; skill in developing and managing a multi-million dollar budget based on a variety of budget sources and multiple cost centers; 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; ability to establish and maintain effective administrative services and programs; ability to assess overall departmental effectiveness in carrying out its mission; ability to assess and define training needs of subordinate personnel; ability to maintain records and to prepare reports.