

DEPUTY COUNTY MANAGER

CODES/PAY RANGE

Class Code: 1041

EEO Code: A

Pay Range: AA

MAJOR FUNCTION

Highly responsible administrative and technical management work assisting the county manager in carrying out the functions and activities necessary for the effective and efficient operation of county government.

ILLUSTRATIVE DUTIES

(NOTE: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Assists the county manager in all aspects of the administration of the county government. May be assigned specific divisions or operations.

Reviews annual budget requests and requests for modifications during the fiscal year.

May conduct staff meetings of division and activity directors.

In the absence of the county manager, assumes manager's duties. Represents and substitutes for the county manager in various functions including County Council meetings.

Coordinates the efforts of various divisions to solve or prevent organizational problems and to insure that division operations complement one another.

Reviews reports and recommendations from subordinate division directors, and recommends to the county manager whether items should be presented to the Council for approval.

Initiates and carries through to completion special projects as directed by the county manager.

Maintains close contact with other county divisions and necessary contacts with outside agencies.

Performs related work as required.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of the methods used in making statistical surveys and the preparation of reports. Knowledge of public administration techniques and principles and practices. Knowledge of

(Deputy County Manager – Pg 2 of 2)

modern business methods and procedures applicable to public administration.

Ability to analyze and solve administrative problems and render advice and assistance on each. Ability to present oral and written comments and recommendations clearly and concisely. Ability to represent the county in public speaking requests. Ability to make sound independent judgements. Ability to maintain good public relations with subordinates, superiors, and the public. Ability to conduct investigations and to prepare accurate analysis for reporting purposes. Ability to effectively supervise subordinate employees.

MINIMUM QUALIFICATIONS

Bachelor's degree (Masters preferred) in Public Administration or Business Administration, and six (6) years of progressively responsible public administrative experience, preferably in local government.

A comparable amount of education, training, or experience may be substituted for the minimum experience.

ADA REQUIREMENTS

Physical Demands: Sedentary work. Ability to see, hear, talk.

Mental Demands: Ability to read and comprehend legal documents, statutes, ordinances; technical and professional journals and manuals, abstracts, and financial reports. Ability to write legal documents, business letters, summaries, opinions, etc using prescribed formats. Ability to speak clearly and concisely relating information, details and procedures to layman; persuasive/extemporaneous speaking; ability to speak in public. Ability to perform basic mathematical functions.

Environmental Demands: Inside work.