

CHIEF OPERATING OFFICER
(Executive Management)

Definition:

Under the general direction of the County Executive, assists in managing, directing, and coordinating the affairs of the County and the implementation of policies and directives of the Board of Supervisors, directs the budgetary and financial activities of the County Executive's Office and its activities pertaining to organization, management and operation of other County departments; and acts for the County Executive in his/her absence.

Distinguishing Characteristics:

This single position classification serves as the second highest administrative position in the County. The position assists the County Executive in any and all responsibilities of managing a large urban County employing 16,000 persons and providing a wide variety of services, exercises considerable judgment in complex areas and functions under pressure and in a highly visible environment.

Typical Management Responsibilities:

- Acts for the County Executive in his/her absence;
- Assist the County Executive in the overall operations of the County by managing, directing and coordinating various County programs and issues;
- Confers with the County Executive to determine basic policies and operating procedures;
- Analyzes State and Federal programs and legislation for effect on operations and costs to County departments;
- Works with the County Budget Director and Departments on the development of annual departmental budget;
- Evaluates statutory requirements relating to the operation of county departments and recommends more efficient ways of compliance;
- Coordinates the most complex negotiations related to acquisition, planning and facility construction of County buildings and land for development of capital projects;
- Meets with administrative personnel to plan departmental activities, to receive reports of work done, and to advise in the solution of administrative problems;
- Attends and participates in conferences and meetings of the Board of Supervisors;
- Represents the County Executive in meetings of staff, boards and commissions and civic groups;
- When assigned, represents the County in relationships with other governmental agencies;
- Assist the County Executive in preparing and making presentations to the Board of Supervisors;
- Provides interpretation of policy and programs to county officials, staff and the public;
- Supervises, evaluates and reports on the performance of department directors;
- Directs or assigns organizational and procedural studies and prepares action recommendations;
- Performs related work as required.

Employment Standards:

Considerable education and administrative level experience in a large government organization, which demonstrates the possession and application of the following knowledge and abilities.

The required knowledge and abilities would typically be attained through education and experience equivalent to graduation from an accredited college or university with major course work in business or public administration or a related field and ten years of progressively responsible executive level experience administering and managing work programs or administrative operations, the budgeting of expenditures, and the coordination of varied activities. A master's degree is highly desirable.

Knowledge of:

- Principles of current developments in public administration with particular emphasis on local government;
- Policy and procedure development and implementation related to County programs, activities and operations;
- Public sector budget and government financing;
- Principles and practices of management, Personnel Administration, Labor Relations;
- Principles and procedures involved in conducting administrative studies and analysis of management problems;
- The theories of functions of County and City governments and State, County and municipal relationships;
- Principles and practices of government budget preparation;
- Principles for public and private partnerships relevant to creating new revenue streams;
- State legislative processes as related to local government;
- Funding practices of State and Federal agencies providing revenue sources such as subventions, grants, and revenue sharing;
- Legal authority, limitations on, and practical implications of California State law, joint powers agreements and cooperative agreements.

Ability to:

- Assist in providing overall administrative leadership, supervision and control over a large government
- Effectively represent the County Executive at meetings with administrative officials, legislative bodies, boards, commissions, various groups and organizations and the public;
- Define problems; collect, analyze, interpret and evaluate data; define and select alternatives; establish rationale for and project consequences of decisions and/or recommendations;
- Use communication skills and techniques required for gathering, evaluating and transmitting information; for interviewing, counseling, and instructing; and for organizing and directing group discussions at all functional levels of the county or other public or private agencies;
- Plan, organize, direct, coordinate and supervise the work of a large administrative staff through subordinate supervisors;
- Interpret complex regulations, laws and guidelines;
- Prepare and present concise, logical, oral and written reports; explain. policy procedures or recommendations on a wide variety of issues.
- Establish and maintain effective working relationships with others, especially in relationships with representatives of other governmental units and citizen groups.