

COUNTY OF SOLANO

COUNTY ADMINISTRATOR

DEFINITION

Under legislative direction, plans, organizes and directs the proper and efficient administration of all offices, departments, institutions and special districts governed by the Board of Supervisors; heads the County's management team.

CLASS CHARACTERISTICS

This single position classification is characterized by the responsibility to manage the affairs of the County on behalf of the Board of Supervisors. The incumbent is appointed by, represents, and serves at the pleasure of the Board of Supervisors.

EXAMPLES OF DUTIES

The powers and duties of this class are delineated in Sections 2-10.20, 2-10.25, 2-10.30, 2-10.35, and 2-10.40 of the Code of Solano County. Duties may include the following:

1. Interprets, administers and enforces policies established by the Board; promulgates administrative rules, regulations, policies and procedures to operationalize and ensure compliance with Board policy and direction.
2. Supervises the operation of County departments; directs research into administrative practices to ensure efficiency and economy in County operations; develops and recommends long-range plans to improve County operations and to prepare for future growth and development; studies and makes recommendations regarding organizational structure, program service levels and assignment of programmatic functions.
3. Develops budget instructions and policies, revenue estimates and departmental budget targets to guide departments in budget preparation; recommends to the Board of Supervisors an annual County operating budget based on revenue projections, budget targets and proposed goals, objectives, work programs and projects developed by the various departments.
4. Supervises employee relations, classification, recruitment and selection, affirmative action, employee training, risk management, budget development, data processing management services, purchasing and other such programs through subordinate managers.

EXAMPLES OF DUTIES (Continued)

5. Represents the Board of Supervisors in intergovernmental relations as directed; serves as spokesperson for the County; establishes and maintains working relationships with representatives of legislative bodies and other public agencies; participates and encourages the participation of others in intergovernmental and professional organizations to promote operational cooperation and learning.

6. Supervises appointed department heads and provides administrative liaison with elected department heads; serves as arbiter over disputes involving interdepartmental operations and application of policy, rule or procedure; serves as the head of the County's management team by promoting cooperation between departments, learning through the exchange of ideas, and efficiency and effectiveness of all County operations.

QUALIFICATION GUIDELINES

EDUCATION AND/OR EXPERIENCE

Progressively responsible executive level local government management experience which demonstrates possession of and competency in the following knowledge and abilities.

KNOWLEDGE/ABILITIES

Extensive knowledge of the principles and practices of public administration as applicable to County government including the areas of budgeting, finance, personnel, risk management, procurement, contracting, organization, policy development and program evaluation; principles and techniques of public relations, public information; intergovernmental relations, internal management consultation, productivity improvement, and legislative analysis; interpersonal and intergovernmental dynamics, principles and techniques of staff development, supervision employee performance appraisal, interpersonal communications.

Considerable knowledge of laws and regulations governing the administration and management of County government in California; methods which encourage efficient and effective behavior and program operations; cost containment techniques; methods of assessing and developing programs to meet the needs of the general public and target groups.

Working knowledge of the political and economic environment of Solano County area; the organization, programs and administrative challenges of the County of Solano.

QUALIFICATION GUIDELINES (Continued)

Ability to plan, organize, develop, control and evaluate County programs; administer and manage the affairs of the County; interpret direction and enforce policies established by the Board of Supervisors; represent the Board of Supervisors in dealing with the public, contractors, employees and representatives of other agencies; supervise executive level and other management level subordinates; promote efficiency and effectiveness of programs and operational systems; develop and present operating budgets, legislative agendas, and plans to implement policy of the Board; develop and implement program evaluation and expenditure control systems; develop and maintain cooperative working relationships with the Board, employees, members of the public, local legislators, representatives of other governmental agencies and industry; develop and implement an effective public relations and information program; communicate effectively both verbally and in writing; collect and analyze data to draw logical conclusions and make appropriate recommendations; determine the appropriate course of action in emergency or stressful situations; develop and implement operational policies and procedures; demonstrate tact and diplomacy; develop goals and objectives; determine and communicate priorities; determine and evaluate levels of achievement and performance; work effectively with others who have objectives counter to assigned role; effectively delegate responsibility and authority to others; take decisive and corrective action; recognize and respect limit of authority and responsibility.

SUPPLEMENTAL INFORMATION

Independent travel will be required.

Incumbents may be required to work outside normal business hours.

Incumbents must comply with Section 8500 et seq of the California Government Code relating to financial disclosure.