



ASSISTANT COUNTY ADMINISTRATOR

DEFINITION: This position acts as a full-line assistant to the County Administrator. Assists the County Administrator in managing and directing the activities of assigned County departments, divisions, and work units; provides administrative and policy guidance to County department heads; plans, organizes, and directs the activities of assigned divisions and activities of the County Administrative Office; provides highly complex staff assistance to the County Administrative Officer; assumes the responsibilities of the County Administrative Officer as assigned or required in his/her absence; and, functions as a positive and proactive team leader and team member.

EMPLOYMENT STANDARDS

Any combination of experience and training that would provide the required knowledge and skills is qualifying.

Experience: A typical way to obtain the required knowledge and skills would be:

Assistant County Administrator: Seven (7) years of progressively responsible professional administrative experience in a governmental agency, including six (6) years of management responsibility, with four (4) years of this management experience being in a California city or county.

Training: Equivalent to a bachelor's degree from an accredited college or university with major coursework in business, public administration, or a related field.