

LANCASTER COUNTY
DEPUTY CHIEF ADMINISTRATIVE OFFICER

NATURE OF WORK

This is highly responsible administrative work assisting the County's Chief Administrative Officer in the coordination and management of internal and/or external County Board functions.

Work involves responsibility for exercising professional judgment involving a wide variety of public, intergovernmental and interdepartmental contact. Incumbent will have responsibility for researching and reviewing assigned projects and coordinating such projects with county departments, civic organizations and the general public. Work is performed in close collaboration and under the general policy direction of the Chief Administrative Officer with work reviewed in the form of conferences, reports and results obtained. Responsible for regulatory oversight for the County regarding federal, state and local statutes. Supervision may be exercised over subordinate staff. This is an unclassified position.

EXAMPLES OF WORK PERFORMED

Research and make recommendations on special projects including departmental organizational structures, legislative bills, grants and current county issues. Identifies needs of the County; suggesting reassignment of resources and modification of priorities to enhance operational effectiveness.

Coordinate media relations and activities including writing newsletter and newspaper articles and news releases; update and inform media representatives on relevant County issues; promote and represent Lancaster County in community activities; responsible for maintaining current content on the County website.

Facilitates County Board's community visibility and engagement.

Acts as the Compliance Officer for federal, state and local rules and regulations; serves as HIPPA Privacy and Security Officer.

Interpret and communicate County Board policy to County departments, public agencies and the general public; investigate and recommend new policies and revisions to existing policies; implement policies at the direction of the County Board and Chief Administrative Officer.

Serves as point of contact for constituents, coordinating with elected officials/department directors as needed; maintains contact database and reports.

Routinely monitors the County Strategic Plan and makes annual recommendations.

Assist with the facilitation and coordination of County Management team meetings and activities; assist with the coordination of weekly County Board staff meetings; attend Board and staff meetings as directed.

Works at the pleasure of the County Board to assist the Chief Administrative Officer in their duties; works under the direction of Chief Administrative Officer but is evaluated by the County Board. Plan and implement specific projects as assigned by the Chief Administrative Officer. Serves in the absence of the Chief Administrative Officer.

Develop an orientation program for new department directors and elected officials. Coordinate such training with other county/city departments as needed.

Oversee the County Board's internship program as a community outreach and employee recruiting program.

Act as liaison between County Board, city, county, state, and federal agencies and the general public as required; evaluate County programs and appointed directors as assigned; represent the County Board and/or Chief Administrative Officer on a variety of committees as assigned.

Develops a summary report for inclusion in the annual budget document with assistance of the County Board; prepares budget for the County Board office.

Develop and make recommendations regarding the annual budget.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of the principles, practices and problems of public administration.

Considerable knowledge of the operations, functions, policies and procedures of county government and how these interact to produce effective county administrative and operational structures.

Knowledge of public budgeting processes and practices.

Knowledge of computer systems as they relate to governmental and management applications.

Some knowledge of County Board policy.

Some knowledge of legal provisions affecting the operations of county departments.

Ability to analyze and interpret data and submit oral and written reports.

Ability to communicate effectively both orally and in writing.

Ability to establish and maintain effective working relationships with community and County officials, the County Board, co-workers and the general public.

Ability to handle difficult situations diplomatically.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four-year college or university with major coursework in public administration, management, communications or related field plus considerable experience in governmental administration at the division or department head level.

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with major coursework in public administration, management, communications or related field plus experience of a responsible nature in governmental administration or a comparable field; or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

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