



Senior Deputy County  
Administrator

**Class code:** 01111

**Employee Group:** Management/Confidential

**FLSA:** Exempt

**Salary Band:** 20

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**I. Position Summary**

Assists the County Administrator in executing administrative functions at the County including organizational development, policy making and budget management; assumes a lead role in carrying out highly complex projects; acts as a liaison with assigned departments.

**II. Supervision Exercised**

Acts as a supervisor to various classifications.

**III. Examples of Essential Position Duties**

- Represents the County Administrator in the administrator's absence. Represents Board of Commissioners, County Administrator at various boards, committee meetings and community groups.
- Provides oversight and acts as a lead on complex studies, programs, and projects including complex organizational studies and identification of administrative issues; performs studies and surveys, develops recommendations regarding County policy, programs, and services. Makes presentations to the Board of Commissioners as required.
- Assists the County Administrator in administering daily operations of the County by working with department directors to resolve operational and organizational problems. Serves as a resource for departments regarding administrative policies and procedures. Gives guidance to departments regarding policy and setting new direction.
- Manages assigned operations to achieve goals within budgeted funds and available personnel; plans and organizes programs and staff assignments; reviews progress and directs changes in priorities and schedules as needed to assure work is completed in an efficient and timely manner.
- Coordinates the preparation of the County budget; develops policy and rules for budget preparation. Prepares the recommended budget assuring compliance with audit and budget law requirements. Works with departments in budget development; proposes alternative funding sources and services.
- Reviews and approves complex contracts with outside contractors and agencies.
- Works with County Administrator in identifying new funding sources. Research aspects of implementing new revenue sources.
- Organizes and supervises capital projects and property management activities. Manages the purchase, development, construction, remodeling, leasing, and maintenance of County property and buildings. Works with the County Administrator in identifying organizational issues which need to be addressed. Conducts research and develops policy recommendations regarding a variety of County programs and services; develops related strategies and objectives as assigned.
- Participates in contract negotiations and review.
- Participates in developing short- and long-range plans, goals, and objectives for assigned functions and for the County. Assures proper coordination of interdepartmental functions such as budget preparation.
- Develops and maintains systems and records that provide for proper evaluation, control and documentation of operations.

- Selects, supervises and evaluates staff. Conducts performance evaluations, initiates and implements disciplinary actions as warranted. Trains and motivates employees.
- Resolves inquiries, complaints, or problems affecting the availability or quality of assigned services or programs, Responds to sensitive or complex inquiries or complaints.
- Adheres to County and departmental policies and procedures as well as safe work practices, policies and procedures.
- Develops and maintains effective working relationships with other staff, public officials, the general public and representatives of other agencies.
- Attends and participates in required trainings.
- Has regular and reliable attendance.
- Working irregular hours is required.
- Performs other related duties as assigned.

#### **IV. Knowledge, Skills and Abilities**

- Thorough knowledge of practices, principles and procedures of public administration and the organizational structures and functions of governmental entities and agencies.
- Knowledge of practices, principles and procedures of public administration.
- Knowledge of legal requirements, regulations and laws applicable to assigned operations.
- Knowledge of principles and practices of governmental fiscal management, including budget preparation, expenditure control, grant writing, and record keeping.
- Knowledge of data collection and analysis, and research methodologies.
- Knowledge of modern supervisory and management principles and practices.
- Ability to set work priorities and train, direct, motivate, and evaluate the work of assigned staff.
- Ability to apply judgment and discretion in resolving problems and interpreting policies and regulations.
- Ability to develop short term and longer term plans, with goals, objectives, actions and performance measures.
- Ability to develop, organize, and oversee work programs, including monitoring budgets and funding, work schedules, grant preparation and administration requirements, and progress reviews.
- Ability to effectively respond to and reconcile competing interests of governmental entities, community organizations, service providers, contractors, and public representatives as they affect the planning and operation of programs.
- Ability to communicate effectively, both orally and in writing and to make effective public presentations to technical, complex, and often controversial information.
- Ability to establish and maintain accurate records of assigned activities and operations.
- Ability to develop and maintain effective working relationships with other staff, public officials, the general public, and representatives of other agencies.

**V. Minimum Requirements** (Performance of the essential duties of this position includes the following requirements, physical demands and/or working conditions)

#### **Education and Experience**

- Bachelor's degree in Public Administration or related field; Master's degree preferred AND seven years of executive, professional level government administration experience in budget management and personnel management; OR

- Any combination of education and experience which provides the applicant with the desired skills, knowledge, and ability required to perform the job.

**Licenses, Certificates and Other**

Valid Oregon State Driver’s License with an acceptable driving record.

**Physical Demands** (*Performance of the essential duties of this position includes the following physical demands and/or working conditions*)

Typically requires climbing, stooping, kneeling, crouching, reaching, standing, walking, sitting, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions. Requires exerting up to 20 pounds frequently, 50 pounds occasionally, of force to move objects. Minimum physical effort is required. Requires driving and travel.

**Working Environments**

Work is generally performed in an office environment and may include exposure to disruptive people.

**VI. Additional Information**

This classification description is not intended to be an exhaustive list of duties, knowledge, skills, abilities, or requirements, as any one position in this classification may be assigned some or all of these duties, in addition to other duties not explicitly listed here. The various duties, responsibilities and/or assignments of this position may be unevenly balanced and change from time to time based upon matters such as, but not limited to, variations in the shift, work demands, seasons, service levels and management’s decisions on how to best allocate department resources. Any shift, emphasis or rebalancing of these assigned duties, responsibilities and/or assignments does not constitute a change in the job classification.

Adopted: 7/18