



IN THE SPOTLIGHT

January 2008

Chief Administrative Officer

The Chief Administrative Officer (CAO) provides leadership and guidance to the Butte County in implementing the policies and procedures of the Board of Supervisors while maintaining the effective operations and integrity of the County. Under the direction of the Board of Supervisors, the CAO supervises all the administrative activities of Board controlled departments, offices, and agencies throughout the county.

The CAO:

- directs the analysis and evaluation of the annual budget process within the county;
- directs the preparation of the budget recommendations to the Board of Supervisors;
- plans and directs the work of the County Administrative Office;
- recommends policies and procedures for county administrative affairs (i.e. organizational structuring and financing opportunities);
- develops fiscal and organizational plans for the Board of Supervisors;
- represents the Board of Supervisors in professional relationships with other governmental agencies;
- directs the continuous review of the county's expenditures through the fiscal year; and
- directs surveys and studies on a wide variety of administrative and budgetary subjects and makes recommendations to the Board of Supervisors.

The CAO also serves as the Clerk of the Board for Butte County, which is a liaison between the general public, county departments, outside agencies, and the Board of Supervisors. The Clerk of the Board informs Butte County residents of current and future issues that face their governing body, manages the Assessment Appeals application process, maintains the historical records of the Board of Supervisors, and directs the publication of the Butte County Code.



ADMINISTRATION BUILDING
25 County Center Dr., Oroville