



# IN THE SPOTLIGHT

February 2008

## ASSISTANT CHIEF ADMINISTRATIVE OFFICER

### The Position:

The mission of the Chief Administrative Office is to provide leadership and guidance to the County organization in implementing the policies of the Board of Supervisors.

The Assistant Chief Administrative Officer manages, reviews, coordinates, and directs the overall operations of Butte County government and assures compliance of all departmental activities with Butte County goals and objectives, state and federal laws, and County policies and procedures. In addition the position will work with the Chief Administrative Officer to development and implementation a countywide strategic plan. This position reports directly to the Chief Administrative Officer.

Typical duties of the position include:

- Assists the Chief Administrative Officer in managing the daily operations of the County.
- Develops, evaluates and implements the County's strategic plans, goals, and objectives for the Chief Administrative Officer and Board of Supervisors; develops systems and standards for program evaluation, and assures that County activities are in compliance with all laws, policies, and regulations.
- Assists in the management and professional development of staff.
- Oversees County operations; exercises independent judgment within broad policy guidelines; evaluates and analyzes issues, and recommends and implements solutions; identifies and monitors long-range and short-range goals and objectives; assures effective communications of issues and strategies.
- Directs complex and sensitive projects, including economic development, redevelopment, compliance, and special interest programs and grants.
- Manages, investigates and resolves major legislative and operational issues; identifies policy and compliance issues, and proposes solutions.
- Prioritizes and assigns tasks and projects; trains and evaluates staff; counsels, coaches and instructs employees and conducts performance evaluations.
- Meets regularly with department directors to provide direction and guidance; analyzes and evaluates issues and proposals, develops recommendations, and directs the implementation of solutions.

### Ideal Candidate:

The County of Butte seeks a motivated and creative thinker who can work closely with the Chief Administrative Officer to coordinate and direct the overall operations of Butte County government. The ideal candidate will be a savvy leader, balanced delegator, problem solver, and an ambassador for the County and department.

### Education, Certifications and Experience:

- Bachelor's degree in Public Administration, Business Administration or a related field. A Master's degree is preferred and highly desirable.
- Five years experience in management positions in a complex governmental environment.
- Employees hired into this classification must file statements of economic interest with the Butte County Clerk/Recorder.

### Knowledge, Skills, and Abilities:

- Ability to motivate and work directly with Department Heads.
- Ability to think both in a creative and critical matter.
- Skill in planning, organizing, directing, and controlling complex administrative services for the County.
- Skill in developing and implementing long-range fiscal and operational plans.
- Skill in effectively managing, leading and delegating tasks and authority.
- Skill in analyzing complex administrative and operational data and issues, evaluating alternatives, and making logical recommendations based on findings.

To obtain application and detailed flyer visit

[www.buttecount.net/personnel/](http://www.buttecount.net/personnel/).



Lake Oroville, Butte County  
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