



CLASS SPECIFICATION FOR
Assistant to the County Manager

GENERAL STATEMENT OF DUTIES: Performs varied and independent work in assisting the County Manager and Deputy County Managers in the performance of administrative duties; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This is administrative and staff work of a highly responsible nature. The range of duties is as wide as the entire County administration, and work is performed through both general and specific delegation by the County Manager. In major areas of delegation, this class has wide latitude for the exercise of independent judgment, limited only by review and general policies determined by the County Manager. This class performs both assigned and independent staff work. Recommendations are made to the County Manager in the development of overall administrative policies. Policy guidance and interpretation is given to major agency heads. Through frequent daily conferences and contacts with the County manager, the incumbent keeps informed and abreast of current and projected developments in the conduct of County government.

EXAMPLES OF WORK (illustrative only):

- Undertakes special projects and follows through to completion;
- Drafts correspondence, reports, speeches, memoranda and staff directives for County Manager at the Manager's direction, and may also review and edit drafts of similar materials submitted by other staff members;
- Receives requests and complaints from the public concerning administrative actions of the County agencies, channels the requests to appropriate personnel, follows up on the corrective actions and sees that replies to the inquiries are given;
- Manages office's finances, preparing yearly budget for Manager's Office and Board of Supervisors, and handling all budget and financial transactions;
- Reviews incoming correspondence, memoranda, reports and similar materials for the purpose of summarizing and making recommendations concerning them;
- Confers with and advises agency and division heads in working out detailed plans of functions that the County Manager has delegated and indicated general instructions;
- As directed, may perform organizational and procedural analyses within County agencies;
- May initiate research and special studies in needed areas and prepare reports with recommendations for corrective action;
- Coordinates the preparation of background materials and agenda for the Board of Supervisors;
- Administratively coordinates all meetings of the Board of Supervisors;
- Attends meetings of the Board of Supervisors, conferences and committee and staff meetings in order to provide assistance to the County Manager and makes recommendations on subjects under discussion;
- Represents the County Manager at meetings the Manager is unable to attend;
- Supervises central filing system and library;
- May serve as liaison between County and General Assembly during legislative sessions;
- Supervises clerical or other staff members as assigned;
- Performs related work as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Extensive knowledge of the principles and practices of local governmental administration; considerable knowledge of public administration; considerable knowledge of local finance administration; good knowledge of sources of information related to problems of local government; ability to write clear and concise reports, memoranda, resolutions, directives and letters; ability to develop comprehensive plans from general instructions; ability to meet the public and to discuss problems and complaints tactfully, courteously and effectively; ability to establish and maintain satisfactory work relationships with agency heads as well as with other County employees; ability to supervise.

MINIMUM EDUCATION AND EXPERIENCE: Possession of a master's degree in public administration or a related field and five (5) years of progressively responsible experience in local government administration; OR, any equivalent combination of education and experience which provides the required knowledge, skills, and abilities.