

LANCASTER COUNTY
CHIEF ADMINISTRATIVE OFFICER

NATURE OF WORK

This is highly responsible administrative work assisting the County Board of Commissioners in the coordination and management of internal and/or external County Board functions and serving as the department head of County Administrative Services.

Work involves responsibility for exercising professional judgment involving a wide variety of public, intergovernmental and interdepartmental contact. The individual within this classification will have responsibility for researching and reviewing projects assigned by the County Board and coordinating projects with county departments, civic organizations and the general public. Work is performed under general policy direction of the County Board with the employee held accountable for results obtained. Supervision may be exercised over subordinate staff. This is an unclassified position.

EXAMPLES OF WORK PERFORMED

Advises the County Board on matters of policy/administration; directs the preparation of information for the use of the County Board in making programmatic/policy decisions; briefs the County Board on issues requiring County Board action; attends County Board meetings, takes part in discussions/recommends measures for adoption; directs preparation of meeting agendas, informs the County Board of pertinent items on the agenda which require particular attention and/or concern.

Researches administrative/municipal issues pertaining to County government; identifies problems, needs, and opportunities for the county and develops appropriate program planning/development efforts; analyzes the impact that political, programmatic and policy changes will have on County operations; monitors State/Federal legislative activity to assess the potential impact on the county.

Develops, interprets, and administers policies as directed by the County Board; monitors/evaluates the efficiency, effectiveness, and cost effectiveness of the county's service delivery and governance with emphasis on the departments/functions under the authority of the County Board; provides on-going analysis/review of county programs.

Serves as the key contact between County Legislative Consultants, County Board, Elected Officials and Department Directors; prepares annual legislative objectives, review and draft legislative bills; prepares written/oral testimony as needed.

Assists the County Board in establishing and maintaining effective relationships with elected officials, external agencies, governmental agencies, and community organizations; acts as the principal liaison between the County Board and all departments, boards, commissions, and agencies under the County Board's span of control; represents the County Board on various committees as assigned.

For appointed departments, oversees and provides administrative direction for operations, programs and personnel.

For Elected Officials' offices, assists the County Board in various liaison functions and provides centralized administrative services and other support functions.

Serves as the County Board's representative for the Lancaster County Employees' Retirement Plan; facilitate and coordinates the Lancaster County Pension Review Committee.

Facilitate and coordinate the County Board weekly staff meetings and bi-monthly Management Team meetings.

Represents the County Board at business and civic meetings; briefs the County Board on the concerns and needs of citizens and citizen groups; writes speeches, press releases, and ceremonies or formal meetings as required.

Serves as the department head for the Administrative Services Department including all related management functions of assigned subordinates. Prepares annual department budget. Acts as County Board office manager.

Act as County Board liaison to the Emergency Operation Center during emergency activations; provide assistance to Emergency Services Coordinator as needed.

Performs other duties as may be necessary for the administration and management of county affairs.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Thorough knowledge of the operations, functions, policies, and procedures in municipal government and their interrelationship with effective county administrative processes and operational structures.

Considerable knowledge of County Board policy.

Knowledge of computer applications as they relate to public budgeting and management activities.

Knowledge of general legal provisions and statutes affecting the operations of county departments.

Knowledge of legislative processes involved in local government.

Ability to analyze and interpret technical and legal information and submit oral and written reports.

Ability to communicate effectively both orally and in writing.

Ability to provide effective leadership, decision-making, and coordination in developing solutions to complex staff and organizational issues.

Ability to establish and maintain effective working relationships with governmental officials, representatives from the community, County Board personnel and the general public.

Ability to establish program objectives and performance goals and assess progress towards their achievement.

Ability to handle difficult and emotionally charged situations diplomatically.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited College of Law or graduation from an accredited college or university with a Master's Degree in Public Administration plus six years of 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 or business administration, management or related field plus four years of 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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