

## Lancaster County Chief Administrative Officer



### **Nature of Work**

Under the direction of the County Board of Commissioners, the Chief Administrative Officer will perform highly responsible administrative work in coordination and management of internal and/or external County Board functions and serve as the department head of the County Administrative Services.

### **Essential Functions**

#### *Functions with the County Board of Commissioners*

- Furnishing legal counsel to the County and County Board, drafting legal documents and pleadings on behalf of the County and the County Board, and interpreting and giving advice regarding the law to the County and County Board.
- Exercises professional judgment involving a wide variety of public, intergovernmental, and interdepartmental contact.
- Responsible for researching and reviewing projects assigned by the County Board and coordinates projects with county departments, civic organizations, and the general public.
- Advise the County Board on matters of policy/administration.
- Direct the preparation of information for the use of the County Board in making programmatic/policy decisions.
- Brief the County Board on issues requiring County Board action.
- Attend County Board meetings, take part in discussions/recommend measures for adoption.
- Direct preparation of meeting agendas, inform the County Board of pertinent items on the agenda which require particular attention and/or concern.
- Develop, interpret, and administer policies as directed by the County Board.
- Assist the County Board in executing a strategic business plan that presents the opportunities, needs, and problems facing the county, and which sets goal-oriented solutions.
- Assist the County Board in establishing and maintaining effective relationships with elected officials, external agencies, governmental agencies, and community organizations.
- Act as the principal liaison between the County Board and all departments, boards, commissions, and agencies under the County Board's span of control.
- Represent the County Board on various committees, as assigned.
- Work in collaboration with the County Board and other appropriate departments on hiring and termination of County Department Directors.
- For Elected Officials' offices, assist the County Board in various liaison functions and provide centralized administrative services and other support functions.
- Serve as the County Board's representative for the Lancaster County Employees' Retirement Plan.
- Facilitate and coordinate the County Board weekly staff meeting and bi-monthly Management Team meeting.
- Represent the County Board at business and civic meetings.
- Brief the County Board on the concerns and needs of citizens and citizen groups.
- Act as County Board liaison to the Emergency Operation Center during emergency activations.
- All other duties as assigned.

#### *Additional Functions*

- Research administrative/municipal issues pertaining to County government.

- Identify problems, needs, and opportunities for the county and develop appropriate program planning/development efforts.
- Analyze the impact that political, programmatic and policy changes will have on County operations.
- Monitor state/federal legislative activity to assess the potential impact on the county.
- Monitor/evaluate 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).
- Provide ongoing analysis/review of county programs.
- Deliver necessary metrics and data analytics to provide valuable information and assist in decision making, while analyzing impact and need.
- Oversee review of the strategic business plan at regular intervals to determine long range funding for current and future needs.
- Ensure appointed department heads develop strategic business plans.
- Analyze policies, procedures, and legislative issues that impact the effective execution of the strategic plan.
- In collaboration with the County Board, update the strategic business plan to meet changing environments.
- Serve as the key contact between County Legislative Consultants, County Board, Elected Officials, and Department Directors.
- Prepare annual legislative objectives, review and draft legislative bills.
- Prepare written/oral testimony, as needed.
- For appointed departments, oversee and provide administrative direction for operations, programs, and personnel.
- Facilitate and coordinate the Lancaster County Pension Review Committee.
- Write speeches, press releases, and ceremonies for formal meetings, as required.
- Serve as the department head for the Administrative Services Department including all related management functions of assigned subordinates.
- Prepare annual department budget.
- Assist the Emergency Services Coordinator, as needed.
- All other duties as assigned.

Work is performed under general policy direction of the County Board with the employees held accountable for results obtained. Supervision may be exercised over subordinate staff. Direct reports include County Directors, the Assistant Chief Administrative Officer and any other support staff within County Administrative Services.

This is an unclassified position.

### **Preferred Talents**

- Integrity, honesty, and trustworthiness
- Effective, efficient communication; verbal and written
- Active listening skills
- Political neutrality
- Thorough knowledge of 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.
- Ability to analyze and interpret technical and legal information.
- 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 handle difficult and emotionally charged situations diplomatically.

**Qualifications**

Graduate from an accredited College of Law plus six years of experience in governmental administration at the division or department head level or any equivalent combination of training and experience that provides the desirable knowledge and talents.

This Job requires the full time practice of law, and therefore a license to practice law from the Nebraska State Bar Association is required. Mandatory Continuing Legal Education and annual licensure renewal assessments will be paid for by the County.

Member of ICMA required; may join within six (6) months of employment and membership dues will be paid for by the County. Must obtain ICMA Credentialed Manager designation; may obtain within eighteen (18) months of start date, paid for by the County.

**Working Environment:**

**Employee Acknowledgment**

I acknowledge that I have received, read, and understand the duties and expectations for the job listed above. I agree to perform the duties outlined and to comply with all standards established in the performance of this job.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Employer Signature: \_\_\_\_\_

Date: \_\_\_\_\_

