

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 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. Direct reports include County Directors, the Assistant Chief Administrative Officer and any other support staff within County Administrative Services. This is an unclassified position.

EXAMPLES OF WORK PERFORMED

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/recommends 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.

Research administrative/municipal issues pertaining to County government; identify problems, needs, and opportunities for the county and develops 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.

Develop, interpret, and administer policies as directed by the County Board; 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 on-going analysis/review of county programs; deliver necessary metrics and data analytics in order to provide valuable information and assist in decision making while analyzing impact and need.

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; oversees 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.

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.

Administer, direct and coordinate the operations and execute line of authority over County Departments, including performance evaluation and management responsibilities of County Department Directors; work in collaboration with the County Board and other appropriate departments on hiring and termination of County Department Directors.

For appointed departments, oversee and provide administrative direction for operations, programs and personnel.

For Elected Officials' offices, assist the County Board in various liaison functions and provides 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 Lancaster County Pension Review Committee.

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

Represent the County Board at business and civic meetings; brief the County Board on the concerns and needs of citizens and citizen groups; write speeches, press releases, and ceremonies or 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.

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

Perform 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.

MINIMUM QUALIFICATIONS

Graduation from an accredited college or university with a Master's Degree in public or business administration, management or related field or graduation 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, abilities and skills.

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