



CLASSIFICATION NO. 192  
Established: 12/20  
FLSA: Exempt  
EEO: 1

## **COUNTY OPERATING OFFICER**

### **CLASS CHARACTERISTICS**

Under administrative direction of the County Administrator, to assist the County Administrator in managing, directing and coordinating the affairs of the County; to lead a variety of County initiatives, programs and projects; to support the day to day operations within County Administration; to act for the County Administrator in their absence; and to do other work as required.

### **DISTINGUISHING CHARACTERISTICS**

The County Operating Officer is a contract, unclassified executive management position. In collaboration with the County Administrator, the County Operating Officer provides leadership and oversight of county day-to-day operations, and serves as lead on cross-departmental and county-wide projects and initiatives. The incumbent serves as a strategic policy advisor and sounding board to the County Administrator and the elected County Commissioners on a wide range of highly complex and sensitive policies and strategies. As the County Administrator's second-in-command, this position has full authority to act for the County Administrator in their absence.

The County Operating Officer differs from the County Administrator who has full executive leadership responsibilities for all County operations and departments and provides strategic support to the Board of County Commissioners.

### **TYPICAL TASKS**

Duties may include but are not limited to the following:

1. Assists the County Administrator in the overall operations of the County by managing, directing and coordinating various programs, projects and initiatives; confers with County Administrator to determine organizational policies and operating procedures; acts with full authority for the County Administrator in their absence.
2. Assists with preparing strategic and annual work plans; develops and executes special projects impacting the operations and activities of the County; develops, implements, improves, monitors and evaluates programs, projects, workflow, methods and work products in accordance with the County's plans, policies and budgets; performs complex, specialized financial, budgetary and/or management studies and analyses.
3. Serves as point person and advisor on key strategic initiatives; consults with elected officials and executive directors to discuss initiatives, strategies or concerns; identifies policy connections between disparate interest areas; connects global strategy points and details into a coherent policy format; conducts or facilitates analysis of relevant data; develops

involvement strategies and advises on implementation alternatives, their impacts, and pros and cons; assists and advises on weighing policy options; collaborates with County Administrator and executive directors in establishing strategic direction.

4. Assists the County Administrator in directing the daily operations of the Board office and County Administration; hires and supervises professional and administrative support staff to provide quality service to citizens and County staff; prepares performance evaluations; administers progressive discipline; conducts and/or facilitates staff training and development programs; promotes cooperative team efforts among staff and with other County departments.
5. Represents the County Administrator and/or County in meetings with representatives from other jurisdictions, private industry and members of the general public to explain programs or project status, resolve problems, negotiate agreements and study potential changes which impact the County.
6. Assists the County Administrator in reviewing and evaluating proposed budgets submitted by all County departments, service districts and statutory entities; prepares and submits annual budgets for assigned areas; participates in developing and implementing the budget policy; monitors program and County budget activities.
7. Initiates and carries through to completion special programs and projects as directed by the County Administrator.

#### **REQUIRED KNOWLEDGE AND SKILLS**

Thorough knowledge of: Principles, methods and techniques of public administration, including public policy and decision making, budget preparation and administration, and personnel management; participative management theories; principles of community organization and citizen involvement; project management methods and techniques; principles and techniques of group dynamics and group decision-making; organization and function of County departments, service districts and agencies; applicable federal, state and local statutes, rules and regulations; government funding sources and financing methods; labor relations procedures and collective bargaining practices; federal, state and local government operating methods and procedures; techniques of mediation, negotiation and public relations; principles and techniques of contract preparation, negotiation and administration.

Skill to: Communicate effectively, both orally, and in writing; analyze complex problems and recommend alternative solutions; prepare and implement short and long range strategic plans, including considerations of budgetary and public impact; interpret and explain County policies, procedures, rules and regulations; provide staff support to the County Administrator on intergovernmental issues, projects and initiatives; maintain up-to-date knowledge of emerging sustainability techniques and practices; develop and maintain cooperative team efforts to design and adopt County-wide policies and procedures; apply problem solving methods and techniques to resolve organizational and interdepartmental issues; direct staff in continuous efforts to improve quality productivity and effectiveness; incorporate team participation in decision making; respond to changes desired by citizens and County staff; establish and maintain effective working relationships with government agencies, elected officials, County employees and the public from diverse groups and backgrounds; supervise, train, motivate and evaluate assigned staff.

## **MINIMUM QUALIFICATIONS**

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

**Experience:** A minimum of eight (8) years of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

**Licenses/Certifications:** None Required.

## **PRE-EMPLOYMENT REQUIREMENTS**

Driving is required for County business on a regular basis or to accomplish work. Incumbents must possess a valid driver's license, and possess and maintain an acceptable driving record throughout the course of employment.