



LANE COUNTY  
V012  
Established 07/24/07  
Revised 06/30/23

## ASSISTANT COUNTY ADMINISTRATOR

**CLASS SUMMARY:** To assist the County Administrator in the management and administration of County department operations and activities; to facilitate and coordinate operations between independent departments; to provide highly responsible and complex analytical support to the County Administrator; to supervise assigned County programs; and to perform related work as required.

**SUPERVISION RECEIVED AND EXERCISED:** Receives administrative direction from the County Administrator, and policy direction from the Board of County Commissioners. Exercises direct supervision over assigned County Administration functions and Department Directors as well as assigned clerical, technical, professional and management personnel, as directed by the County Administrator.

**TYPICAL CLASS ESSENTIAL DUTIES:** (These duties are a representative sample; position assignments may vary.)

1. Confers with and advises County department heads and administrative staff on administrative issues; proposes improved administrative policies and procedures.
2. Confers with the County Administrator to coordinate the overall management of County government in accordance with the policies and goals set by the Board of County Commissioners; reports to the County Administrator and the Board at frequent intervals on a variety of matters.
3. Develops, plans, and implements strategic county-wide organizational goals and objectives; recommends and administers policies and procedures.
4. Works with the County Administrator to provide leadership for the management team and formulates directives while actively soliciting management team input.
5. Directs, oversees and supervises complex special projects and initiatives in support of Lane County's goals and strategic objectives.
6. Supervises County departments as assigned; selects, trains, motivates, and evaluates management and other assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
7. Confers with various department heads and others regarding personnel, procedural, policy and system concerns, and related administrative issues.
8. Makes recommendations and provides consultation regarding bills before U.S. Congress and the State Legislature affecting the operations of County departments; prepares reports and may participate in legislative analysis as it pertains to certain

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	areas of county administration.
9.	Meets and confers with representatives of County departments and other community and government agencies and groups; may represent the County at various public meetings, advisory committee meetings, legislative sessions, boards and commissions.
10.	Supervises and participates in the development and administration of budgets for areas as assigned; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; implements mid-year adjustments.
11.	Conducts research and provides assistance to the County Administrator on labor relations issues.
12.	Acts in the capacity of County Administrator in their absence, as assigned.

**Knowledge of** (position requirements at entry):

- Organizational and management practices as applied to the analysis and evaluation of County programs, policies and operational needs.
- Principles and practices of organization, administration and personnel management.
- Principles and practices of budget preparation and administration.
- Principles of supervision, training and performance evaluation.
- Federal, state, and local statutes, rules and administrative procedures pertaining to the administration of county government.
- Public policy development and decision making.

**Skills in** (position requirements at entry):

- Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions, and implementing recommendations in support of goals.
- Planning, organizing, coordinating and managing a variety of complex projects.
- Interpreting and applying County policies, procedures, statutes, rules, regulations and Board directives.
- Compiling, analyzing and reporting data and information in a concise format.
- Using computers and related software applications.
- Gaining cooperation through discussion and persuasion.
- Directing, preparing and administering a budget.
- Establishing and maintaining effective working relationships with elected officials, department heads, County staff, intergovernmental partners, and others from diverse groups and backgrounds contacted in the course of work.
- Communicating clearly and concisely, both orally and in writing.
- Preparing and presenting concise and definitive oral and written presentations on various aspects of county government operations.
- Supervising, training and evaluating assigned staff.

**Training and Experience** (positions in this class typically require): Equivalent to a Bachelor's degree from an accredited college or university in business administration, public administration, political science, or a closely related field. A Master's degree is strongly preferred. Six years of increasingly responsible experience in public administration or management in local government as a city or county manager, large public agency administrator, department head, or equivalent.

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An equivalent combination of experience and training that will demonstrate the required knowledge and abilities is qualifying.

**Classification History:** Established per Board Order 07-7-24-4  
De minimis update to align with Lane Manual approved by HR Director 06-30-23  
FLSA Status: Non-Exempt