



## **DEPUTY COUNTY ADMINISTRATOR**

**DEFINITION:** This position acts as a full-line assistant to the County Administrator. Assists the County Administrator in managing and directing the activities of assigned County departments, divisions, and work units; provides administrative and policy guidance to County department heads; plans, organizes, and directs the activities of assigned divisions and activities of the County Administrative Office; provides highly complex staff assistance to the County Administrative Officer; assumes the responsibilities of the County Administrative Officer as assigned or required in his/her absence; and, functions as a positive and proactive team leader and team member.

### **EMPLOYMENT STANDARDS**

Any combination of experience and training that would provide the required knowledge and skills is qualifying.

**Experience:** A typical way to obtain the required knowledge and skills would be:

**Deputy County Administrator:** Four (4) years of progressively responsible professional administrative experience in a governmental agency, including two (2) years of management responsibility.

**Training:** Equivalent to a bachelor's degree from an accredited college or university with major coursework in business, public administration, or a related field.