# Deputy County Administrator

**Grade: AE Contract**

**FLSA: Exempt**

**Date: 07/22**

**Job Summary:** Performs executive-level management work on assigned county functions, projects, programs and services. The work involves providing leadership, program direction, policy guidance and administration management to assist the county administrator in carrying out assigned activities. Responsibilities include coordinating activities that are often diverse and difficult to integrate and administer; representing the county administrator on a wide range of matters within the county government, to other government entities, private organizations and community groups; and initiating proposals, policies, projects, and programs to improve county services, respond to mandated requirements, and meet the needs of county residents. Works directly with the County Administrator on the day-to-day operations of County Government. This is an appointed position that reports to the County Administrator and serves at the pleasure of the Commissioners of St. Mary’s County.

**Essential Functions:**

1. Provides high level project management of Commissioners' priorities and tasks as assigned

by the County Administrator, provides follow up of projects and tasks; assists in overseeing

the day-to-day functions of the County Administrator's Office;

1. Attends weekly Commissioner meetings, Agenda meetings and other meetings as assigned

in absence of the County Administrator, participates in discussions, coordinates with staff in

preparation/readiness of items scheduled before the County Commissioners;

1. Serves as Acting County Administrator during short term absences;
2. Prepares or supervises the preparation of special studies and reports as requested by the

County Administrator or own initiative. Executes those projects/activities not easily

delegated to County Departments;

1. Assists in the preparation of items for Commissioners' hearings and meetings;
2. Develops and updates County Standard Operating policies and procedures as necessary to

provide consistent and efficient operations, coordinates review with Department Heads and

Lateral Partners and incorporates comments; presents new and/or updated SOPs to the

County Commissioners for approval;

1. Participates in the preparation and monitoring of the annual budgets, including Capital

Improvement Program, operating, etc. as necessary;

1. Handles and manages the County Administration budget and the daily budget activity for the

Department;

1. Chairs or represents the County Administrator’s Office on various committees, task forces,

and work groups as assigned by the County Administrator;

1. Complies with all applicable policies, rules, regulations and laws; stays abreast of legal,

regulatory and policy developments affecting areas of responsibility;

1. Performs other related job duties as assigned;
2. Performs related work as required.

**Required Knowledge, Skills, and Abilities:**

1. Ability to maintain information confidentially;
2. Knowledge of the principles, concepts and practices of public administration as applied to the management of county government functions, programs and services;
3. Ability to provide leadership, program direction, policy guidance and administrative oversight to managers, staff and others involved in carrying out assigned activities;
4. Ability to coordinate various activities that are difficult to integrate and manage effectively;
5. Ability to represent the County Administrator on a wide range of matters within the county government, to other governmental entities, private organizations, and community groups;
6. Ability to initiate and follow through on proposals, policies, projects and programs to improve county services, respond to mandated requirements, and meet the needs of county residents;
7. Ability to establish and maintain effective working relationships with others encountered in the work.

**Education and Experience:**

1. Masters’ degree in public administration or related field;
2. Ten years of progressively responsible experience in the management of government

functions, programs and services.

**Physical and Environmental Conditions:**

Work requires no unusual demand for physical effort.

Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, meeting or training rooms, residences, or commercial vehicles, e.g., use of safe workplace practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, and/or working in moderate outdoor weather conditions.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

I certify that this is an accurate statement of the essential functions and responsibilities of this position.

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HR Representative Date

Your signature below indicates that you have received a copy of this position description.

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Employee’s Signature Date