



Classification Title	Deputy Executive Chief Operating Officer	Code	165100
Department	Executive	FLSA	Exempt
Pay Range	Executive 41	Represented	No

GENERAL SUMMARY

Within the scope of authority delegated by the Executive, the Deputy Executive/Chief Operating Officer is responsible for ensuring directors of Executive departments and administrative offices abide by prudent management practices and operate in support of the County’s strategic priorities. This position is appointed by and serves at the pleasure of the Executive. Council confirmation is not required.

ESSENTIAL FUNCTIONS & PRIMARY RESPONSIBILITIES

Essential functions are the basic job duties that an employee must be able to perform, with or without reasonable accommodation. This list of essential functions is intended to be representative of the duties performed within this classification. The omission of a function does not preclude management from assigning essential duties not listed if such duties relate to the position.

- Oversees and maintains prudent management practices of departments subject to Executive supervision.
- Serves as a senior level advisor to the Executive on policy, strategy, administrative, legislative and external affairs.
- Assists the County Executive in the development and implementation of policy, procedures, and programs for the County.
- Keep the Executive apprised of, and appropriately involved in, significant actions undertaken on the Executive’s behalf. This includes informing the Executive of initiatives under consideration and receiving authorization prior to proceeding with development and execution.
- Conform to the County Charter Code, Finance, HR and IT Policy and Procedures Manuals, and applicable portions of the Administrative Guidelines.
- Maintain regular and predictable attendance during regularly scheduled work hours at assigned worksite or remotely as appropriate.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS

Education and Experience

Bachelor’s degree required. Additional credentialing and experience in related field(s) considered.

OTHER JOB REQUIREMENTS

Must meet travel requirements and authorize and complete a background check prior to employment.

PREFERRED QUALIFICATIONS

Advanced degree.

SUPERVISION

This position supervises executive branch departments.

COMPETENCIES



Knowledge of:

- County government and applicable laws, codes, regulations and policies.

Skill in:

- Working with a variety of individuals from diverse backgrounds.

Ability to:

- Communicate both verbally and in writing in order to provide regular updates and recommendations to the Executive as requested and with other county employees, the community, elected officials, and other agencies, municipalities and the business community.

WORKING ENVIRONMENT/CONDITIONS

The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Exposures	Frequency Working in Designated Environment
Individuals who are hostile or irate	Sometimes
Extreme cold (<i>below 32 degrees</i>)	Seldom or Never
Extreme heat (<i>above 100 degrees</i>)	Seldom or Never
Communicable diseases	Seldom or Never
Moving mechanical parts	Seldom or Never
Fumes or airborne/blood borne	Seldom or Never
Toxic or caustic chemicals or substances	Seldom or Never
Loud noises (<i>85+ decibels such as heavy trucks, construction</i>)	Seldom or Never

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position is generally sedentary. Employee sits most of the time but may walk or stand for brief periods. Must be able to operate a personal computer and related office equipment necessary to perform the essential functions of the job.