



MEMORANDUM
OFFICE OF THE
COUNTY EXECUTIVE OFFICE
COUNTY OF PLACER

TO: Honorable Board of Supervisors

FROM: Thomas Miller, County Executive Officer
By: Ronald Baker, Senior Administrative Services Officer *R. Baker*

DATE: June 23, 2009

SUBJECT: Approve an ordinance amending the Un-codified Unclassified Service-Schedule of Classifications, Salary Plan and Grade Ordinance to approve the unclassified job specification for Assistant Director, Administrative Services Department

ACTION REQUESTED

Approve an ordinance amending the Un-codified Unclassified Service-Schedule of Classifications, Salary Plan and Grade Ordinance and approve specifications for the unclassified job classification of Assistant Director of Administrative Services.

BASIS FOR RECOMMENDATION

In consultation with Personnel and the County Executive Office, the Administrative Services Director has reviewed several classifications, both managerial and professional, in his administrative team. With an eye to appropriate succession planning, the Administrative Services Director has proposed the establishment of a new unclassified position entitled Assistant Director of Administrative Services which has been developed to include duties that have been previously reviewed and approved for placement within the unclassified service. The specifications were developed in coordination with the Personnel Department, which supports this action.

The Assistant Director class will assume full line authority over the divisions of Procurement, Revenue Services, Telecommunications, and Central Services, and will supervise the current Deputy Director of Information Technology. The attached specification includes as minimum qualifications a background in information technology and/or telecommunications. The Assistant Director will also assume the duties of the Department Director in his absence.

The current classification of Deputy Director of Administrative Services will be recommended for reclassification in a subsequent Board action.

FISCAL IMPACT

This action requests that your Board establish the classification of Assistant Director of Administrative Services and approve the specifications of the class. There is no fiscal impact of this

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request. Staff anticipates that the allocation of the position will be included in the Final Budget ordinance as part of a reorganization of the leadership of the Administrative Services Department. This reorganization will produce cost savings over the current allocations, though those savings have not yet been quantified. The salary range for the recommended grade is \$57.95 per hour to \$70.46 per hour.

Attachments: Ordinance

Specifications for: Assistant Director of Administrative Services

Before the Board Of Supervisors County of Placer, State of California

In the matter of: An ordinance amending the un-codified
Unclassified Service- Schedule of Classifications, Salary Plan
and Grade Ordinance.

Ordinance No.: _____

First Reading: _____

The following Ordinance was duly passed by the Board of Supervisors of the County of Placer at a regular meeting held _____, by the following vote on roll call:

Ayes:

Noes:

Absent:

Signed and approved by me after its passage.

Chairman, Board of Supervisors

Attest:
Clerk of said Board

**THE BOARD OF SUPERVISORS OF THE COUNTY OF PLACER, STATE OF CALIFORNIA, DOES
HEREBY ORDAIN AS FOLLOWS:**

The un-codified **Unclassified Service- Schedule of Classifications, Salary Plan and Grade Ordinance** are hereby amended as follows: (Additions to ordinance shown in bold and underline, deletions shown with strike-through.)

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Section 1. That the un-codified Unclassified Service- Schedule of Classifications, Salary Plan and Grade Ordinance is hereby amended to read as follows:

ADMIN CODE	CLASSIFICATION TITLE	SALARY PLAN — APPENDIX	GRADE
11735	Assistant Director of Administrative Services	MNGT – 8	479

Section 2. That this ordinance shall be effective the first day of the pay period 30 days following final passage.

Section 3. That this ordinance amendment is adopted as an un-codified ordinance.

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ASSISTANT DIRECTOR OF ADMINISTRATIVE SERVICES

(Unclassified)

DEFINITION

To assist the Director of Administrative Services in planning, organizing, directing and reviewing the activities and operations of the Administrative Services Department including Information Technology, Communications, Procurement, Revenue Services, Central Services, Records Management and Administration; to coordinate assigned activities with other departments and outside agencies; and to provide highly responsible and complex administrative support to the Director of Administrative Services.

DISTINGUISHING CHARACTERISTICS

The Assistant Director level recognizes positions that serve as full line assistant to a director or assume responsibility for a major division and, in addition, perform general administrative tasks for a director.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Director of Administrative Services.
Exercises direct supervision over assigned clerical, technical, professional, supervisory and management personnel including Division Manager and/or Deputy Director positions.

EXAMPLES OF ESSENTIAL DUTIES – Duties may include, but are not limited to, the following:

- Assist the Director of Administrative Services in managing and directing the Administrative Services Department by providing direction to divisions in the department on personnel matters and work schedules and priorities.
- Assist in the development, planning, and implementation of Department goals and objectives; recommend and administer county-wide policies and procedures, as well as policies and procedures within the Administrative Services Department.
- Coordinate Department activities with those of other departments and outside agencies and organizations, including customer and vendor liaison.
- Direct, oversee and participate in the development of the Department's work plan; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.
- Assist in preparing the Administrative Services budgets; review all proposed budgets within the Administrative Services Department; assist in budget implementation; participate in the

forecast of funds needed for staffing, equipment, materials and supplies; administer the approved budget.

- Recommend the appointment of, train, motivate and evaluate personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures; maintain discipline and high standards for the efficient and professional operation of the Department.
- Represent the Department to outside groups and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.
- Research and prepare technical and administrative reports and studies; prepare written correspondence as necessary.
- Build and maintain positive working relationships with co-workers, other County employees and the public using principles of good customer service.
- In the absence of the Director of Administrative Services, assume the responsibilities of the director as needed.
- Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Principles and practices of standard computer system definition, acquisition, implementation and management strategies, as well as current and developing computer technologies.
- Principles and practices of technologies relating to telephone, radio and microwave communications.
- Principles and practices of cable television franchises and related legal requirements.
- Principles and practices of policy development and procedures related to County purchasing.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- Pertinent local, State and Federal laws, rules and regulations.
- Principles and practices of analysis and evaluation of programs, policies and operational needs.
- Principles and practices of organizational analysis and management.
- Principles and practices of budget preparation and administration.
- Principles and practices of supervision, training and personnel management.

Ability to:

- Assist in planning, directing and controlling the administration and operations of the Administrative Services Department.
- On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports, understand and apply relevant laws, rules, regulations and codes; observe performance and evaluate staff; problem-solve Department related issues; and explain and interpret policy.
- On a continuous basis, sit at desk and in meetings for long periods of time. Intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone and communicate through written means.

- Develop and implement Department policies and procedures.
- Gain cooperation through discussion and persuasion.
- Develop, control and administer Departmental budget and expenditures.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Interpret, explain and apply County policies, procedures, rules and regulations.
- Communicate clearly and concisely, both orally and in writing, including the ability to make concise and persuasive public presentations.
- Supervise, train and evaluate assigned personnel.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Work with various cultural and ethnic groups in a tactful and effective manner.
- Negotiate contracts and agreements.

Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Six years of increasingly responsible experience in managerial, administrative or staff capacity, which demonstrates an understanding of the operations of an Administrative Services Department; experience with computer and telecommunications systems is preferred. Three years of experience should include management responsibility.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in public administration, business administration, computer science or a closely related field. A Masters degree is desirable.

License or Certificate:

Possession of, or ability to obtain, a valid driver's license. Proof of adequate vehicle insurance and medical clearance may also be required.

