

**CLASS SPECIFICATION**  
**DEPUTY CHIEF ADMINISTRATIVE OFFICER**

**PAY GRADE: 62**  
**CLASS CODE: 30003032**  
**EFFECTIVE: December 13, 2018**

**CLASSIFICATION SUMMARY**

Reports to the Chief Administrative Officer (CAO). Under general policy direction, responsible for assisting the CAO in establishing the strategic direction, mission, and operations of the Office of Management and Finance (OMF). Acts as the CAO in their absence. Classification is exempt from Civil Service.

Responsibilities include: assisting the CAO with planning, directing, revising, and coordinating organizational structure and programs; deciding upon and communicating overall goals and standards; budgeting and exercising fiscal control; directing personnel and operations. Responsibilities are broad in scope, allow for a high degree of program and administrative discretion, and are evaluated in terms of overall program and cost effectiveness.

**DISTINGUISHING CHARACTERISTICS**

Deputy Chief Administrative Officer is a single-incumbent classification and an executive-level position in the Office of Management and Finance.

Deputy Chief Administrative Officer is distinguished from the CAO in that the latter is responsible for the full operations of the OMF and its portfolio of Bureaus/Offices, whereas the Deputy Chief Administrative Officer is responsible for a major section and/or multiple organizational units within the Bureau/Office.

Deputy Chief Administrative Officer is distinguished from Deputy Directors by the strategic and operational support to the CAO, its role in policy development and implementation for OMF, and by regularly acting as the CAO in their absence.

**ESSENTIAL FUNCTIONS**

Depending on the assignment, the incumbent may perform a combination of some or all of the following duties, and perform related duties as assigned.

General Duties:

1. Work closely with the CAO in setting and carrying out the City's vision, mission, and objectives for the OMF and its portfolio of Bureaus/Offices; develop tactics, policies, and initiatives to implement the strategic plan; administer policies, procedures, programs, goals, and objectives.
2. Represent the City and OMF to the public, elected officials, other bureaus, agencies, and jurisdictions, committees, community groups, and organizations; make presentations; chair and participate in meetings and committees; conduct community outreach; provide staff assistance to City Council; maintain constructive media relations; develop and maintain strategic external relationships; respond to sensitive citizen and media questions, feedback, and requests for information.
3. Act as the CAO for assigned projects and issues; serve as point person on key strategic initiatives; interact with elected officials and Bureau/Office Directors to discuss initiatives,

strategies or concerns at both broad and detailed levels; provide general guidance, advice, and administrative policy interpretation to all Bureau/Office groups as needed, including in the CAO's absence.

4. Assist with preparing strategic and annual work plans; develop and execute special projects impacting the operations and activities of OMF and its portfolio of Bureaus/Offices; develop, implement, improve, monitor, and evaluate programs, projects, workflow, methods, and work products in accordance with City and OMF plans, budgets, and policies; perform complex, specialized financial, revenue, budgetary, and/or management studies and analyses.
5. Plan, organize, manage, direct, and evaluate the work of assigned organizational units of OMF.
6. Develop, implement, manage, and evaluate customer service programs, policies, guidelines, procedures, and practices.
7. Direct and participate in the development and administration of the budget for OMF and its portfolio of Bureaus/Offices; provide guidance on resources needed for staffing, equipment, materials, and supplies for City Council offices; monitor budget-to-actual revenues and expenditures; implement mid-year or other adjustments.
8. Provide leadership to attract, develop, and retain diverse, highly competent, service-oriented staff that support the City's and OMF's mission, objectives, and service expectations; promote a positive employee relations environment; ensure that employees are provided with guidance and opportunity to correct deficiencies, and appropriate discipline procedures are implemented.
9. Develop and establish performance requirements and personal development targets for assigned staff, including coaching, training, and performance management; regularly monitor performance and provide coaching for performance improvement and development.
10. Review and analyze pertinent statutes, regulations, ordinances, and policies in terms of impact on OMF and its portfolio of Bureaus/Offices; ensure compliance.
11. Manage and perform activities related to the unique mission, goals, and responsibilities of OMF.

### **SUPERVISION RECEIVED AND EXERCISED**

The work of this classification is performed under general policy direction established by the CAO.

Directly supervises a minimum of four (4) employees. Indirectly supervises staff assigned to subordinate managers and supervisors.

### **KNOWLEDGE/SKILLS/ABILITIES REQUIRED**

1. Advanced knowledge of principles and practices of strategic leadership in public administration, budget preparation and administration, and fields related to the mission and purpose of the OMF.
2. Advanced knowledge of principles of management, supervision, training, and performance evaluation.
3. Knowledge of relevant federal, state, and local laws, statutes, regulations, and ordinances, and the ability to correctly analyze, interpret, explain, and apply them.
4. Ability to learn City operations and functions, and management, financing, budgeting, human resource, intergovernmental relations, and administrative services issues associated with the OMF.
5. Ability to manage functions and operations including personnel management and budget administration, and apply program practices to diverse and complex City services.
6. Ability to communicate effectively, both orally and in writing; present information, proposals, and recommendations clearly and persuasively in public settings.
7. Ability to apply analytic and problem-solving skills to independently develop sound decisions, conclusions, and recommendations.
8. Ability to establish and maintain effective working relationships with those contacted in the course of work; demonstrate tact, diplomacy, and patience; gain cooperation through discussion and collaboration.

9. Ability to collaborate with communities of color and people traditionally underrepresented in local decision-making; facilitate inclusive participation in programs and activities; communicate cross-culturally.
10. Ability to navigate sensitive political environments.

### **MINIMUM QUALIFICATIONS REQUIRED**

Any combination of education and experience that is equivalent to the following minimum qualifications is acceptable.

**Education/Training:** Bachelor's degree from an accredited college or university with major course work in business administration, public administration, or a related field;

AND

**Experience:** Six (6) years of increasingly responsible experience managing programs, activities, and personnel within areas and functions related to OMF, including three (3) years of leadership experience in a complex and diverse organization.

### **Special Requirements and/or Qualifications:**

A valid state driver's license may be required.

### **Preferred Qualifications:**

Management experience working for a public agency.

Advanced degree or professional certification in a field related to OMF.

Bargaining Unit: Non-represented

FLSA Status: Exempt

HISTORY

Revision Dates: