

NEW CASTLE COUNTY GOVERNMENT

Number 0196

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Date 01/11/05

CLASS SPECIFICATION

Title: DEPUTY CHIEF ADMINISTRATIVE OFFICER

Approved:

Patricia Lutz Dickerson

GENERAL STATEMENT OF DUTIES: Assists the Chief Administrative Officer and the County Executive with the duties and responsibilities of the operational departments of the County; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class assists the Chief Administrative Officer and County Executive in the daily management of the departments and affairs of the County. This employee works under the general direction of the County Executive and Chief Administrative Officer.

EXAMPLES OF WORK (Illustrative Only):

- Assists in the preparation of the annual operating budget, capital program, and capital budget;
- Assists in the supervision of the execution of the budgets;
- Provides assistance with the preparation of reports and information concerning the status of the financial and other affairs of the County which will keep the County Executive, Chief Administrative Officer, County Council, and the public informed as to all offices, departments, and agencies receiving appropriations from the County treasury;
- Assists the Chief Administrative Officer and County Executive in the oversight and development of long- and short-term goals for the County;
- Assigns work and manages, and supervises staff;
- Interacts with government officials, agencies, professionals, and the public as required;
- Promotes an ongoing attitude of dedication to excellent public service and ensures that external and internal customers are provided with the highest quality of service;
- Operates a data processing terminal, personal computer, and other related equipment in the course of the work.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Knowledge of the principles and practices of management and of the services provided by New Castle County; knowledge of budgetary planning and management; ability to manage a diverse staff in a variety of functions; ability to communicate courteously and effectively, both verbally and in writing; ability to make effective presentations before groups; ability to establish and develop effective working relationships with associates, government officials, agencies, private organizations, and the public and to promote an ongoing attitude of dedication to excellent customer service; advanced analytical, evaluative, and critical thinking skills; good

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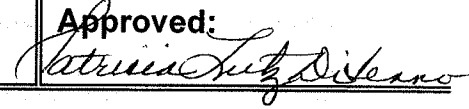
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Title: DEPUTY CHIEF ADMINISTRATIVE OFFICER

Approved:



knowledge of organizational structure, workflow, and operating procedures for New Castle County; ability to make reliable recommendations; ability to pass a Class III physical examination.

ACCEPTABLE EXPERIENCE AND TRAINING: At least ten years of related experience at the senior staff level and possession of at least a Bachelor's Degree from an accredited college or university with major course work in business administration, public administration, or related field; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

HISTORY OF REVISIONS

Established: 01/11/05