



Salt Lake County Job Description

Associate Chief Administrative Officer and Senior Advisor to the Mayor

DEPARTMENT: Mayor's Office

DIVISION: Mayor's Administration/1020

JOB CODE: 822 **GRADE(S):** 001

FLSA STATUS: Exempt

SALARY PLAN: GEN

EFFECTIVE DATE: 01/01/2016

SAFETY SENSITIVE: No

JOB SUMMARY

The Associate Chief Administrative Officer and Senior Advisor reports directly to the Mayor and Deputy Mayor/Chief Administrative Officer and is responsible for high-level policy development and implementation. Assists the Deputy Mayor/Chief Administrative Officer in supervising the department directors and operations of Human Services, Community Services, Administrative Services, Public Works, Township Services, Regional Development and other senior level functions of the Mayor's Office.

PREFERRED QUALIFICATIONS

Master's degree from an accredited college or university in Business, Public Administration, Social Sciences or other closely related field, plus six (6) years of related experience in a position of progressively more responsible experience including supervisory, management, leadership, budgetary or project management.

ESSENTIAL FUNCTIONS

- Assists the Deputy Mayor/Chief Administrative Officer with leading, planning, and organizing the administrative and operational activities of the County Administrator's Office in a manner that maximizes efficiency, improves service levels, reduces administrative and service provision costs, and ensures effective utilization of available resources; exercises good judgment and makes sound and timely business decisions in managing assigned activities; provides strategic leadership through communication, demonstration, and accomplishment of the County's mission, vision, and values.
- Assists with the development and implementation of countywide quality improvement programs and initiatives for assigned areas; analyzes and monitors performance indicators and ensures that standards are being met; recommends process improvements to ensure operational effectiveness and superior customer service.
- Manages, directs, and coordinates activities through managers and supervisors, which includes hiring, firing, promoting, orienting, training, assigning and reviewing work performance, annual work performance appraisal and discipline.
- Analyzes and summarizes complex narrative information and statistical data; prepares or manages the preparation of complex analytical, statistical, and/or financial reports for County management as well as Federal, State, or other external agencies; prepares reports and related documents; makes presentations to groups and individuals, including boards and commissions.
- Develops and maintains cooperative and collaborative working relationships with Federal, State, and County officials, other counties, community groups, and the public; meets and confers with various parties to negotiate effective solutions to difficult problems.

- Attends meetings and conferences; participates on committees and task forces.
- Works in a close and confidential relationship with the Mayor and acts for the County Administrator as assigned.

KNOWLEDGE, SKILLS AND ABILITIES (KSA)

Knowledge of:

- Talent management, supervision, work performance and appraisal, and training
- Fiscal management principles, including preparing, monitoring, and reporting budgets
- Principles of organizational planning and analysis
- Public relations practices and techniques
- Current laws, regulations, and trends that impact and/or govern the Division
- Research methods and report writing techniques
- Principles and techniques of project management

Skills and Abilities to:

- Lead, administer, and oversee the operations of a large government agency
- Supervise subordinate personnel, including managers, supervisors, and other staff
- Develop and implement strategic plans, policies, and procedures
- Develop, administer, and control large budgets
- Read and interpret complex laws and regulations regarding Division services
- Establish and maintain effective working relationships
- Communicate effectively both verbally and in writing
- Prepare complex narrative and statistical reports, correspondence, and other documents
- Gather, evaluate, interpret, and share data, including budgets and financial statements

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

Work duties are generally performed in a typical office environment.

IMPORTANT INFORMATION REGARDING THIS POSITION

This is an appointed, at-will position without tenure and exempt from the career service system.

Revised 01/16/2017/TF