

## **PROPOSED DUTIES STATEMENT**

### **Chief Administrative Officer (IBO)**

As chief administrative officer of the Independent Budget Office (IBO), develops and promulgates internal organizational policies in the areas of human resources, equal employment opportunity, payroll, administrative support, facilities management and purchasing, to further the agency's mission.

Has general overall responsibility for the administrative work of the agency and supervises administrative support team.

Coordinates the planning and operations of all sections and divisions within the agency in the areas of human resources, equal employment opportunity, payroll, administrative support, facilities management and purchasing.

Plans, formulates and executes related policies and procedures.

Oversees the procurement and purchasing of all supplies, furniture, equipment and office services for the agency as well as the timely payments related thereto including rentals for leased properties; provides direct supervision to Agency Chief Contracting Officer.

Provides executive direction to all IBO staff in the area of human resources, equal employment opportunity, facilities management and procurement, and serves on the agency's senior management team.

Acts as liaison with other city agencies and represents IBO at interagency meetings; initiates complex action entailing the coordination of multiple agency divisions, governmental agencies, and community groups.

Performs related executive and administrative duties at the request of the Director.