

**MISSION**

The mission of the Chief Administrative Office (CAO) is to ensure the sound and effective management of overall County government, pursuant to the Board of Supervisors’ policy and direction. The Chief Administrative Office is responsible for the proper and efficient administration of the affairs of the County as prescribed in the County Charter and state law, and by formal action of the Board. The CAO’s office is responsible for coordinating the work of all offices and departments, identifying ways to achieve efficiency and economy in all county operations.

In addition to the responsibility for overall County administration, the Chief Administrative Office oversees the Emergency Medical Services (EMS) and Preparedness, and Parks functions of the County and maintains a Central Services Division to provide services to the divisions of the Department and other County departments through two centralized fiscal units, countywide Procurement and Contracts, mail and stores, and centralized Facilities services.

The office also coordinates the distribution of general county public information to ensure effective communication with the public and County departments.

