

## 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 CAO is responsible for the proper and efficient administration of the affairs of the County as prescribed in the County Charter, ordinance code, and state law, and by formal action of the Board. The CAO is responsible for coordinating the work of all offices and departments, and identifying ways to achieve efficiency and economy in all county operations.

In addition to the responsibility for overall County administration, the CAO oversees the Emergency Medical Services (EMS) and Emergency Preparedness Response Division, Office of Wildfire Preparedness and Resilience, Parks Division, and Central Services Division. The Central Services Division provides fiscal and administrative services to the divisions of the Office and several other County departments and provides countywide procurement, mail, stores and facilities services.

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

