



## ADMINISTRATIVE MEMORANDUM COUNTY OF SAN MATEO

SUBJECT: Second in Command

RESPONSIBLE DEPARTMENT: County Manager

NUMBER: B-13

APPROVED: *David S. Kello*

County Manager

DATE: April 17, 1987

It is essential that a clear line of authority be established when the Department Head is absent from the job. In those departments having an Assistant Department Head, that position assumes the responsibility automatically. However, several departments do not have an Assistant Department Head position. In those departments when the Department Head will be absent five days or more, the Department Head shall communicate, in writing, to the County Manager indicating the person by name and title who will serve as acting Department Head during the Department Head's absence and the telephone number and address where the Department Head can be reached in case of an emergency. This communication should be sent to the County Manager at least one week in advance of the absence of the Department Head.