Sandra Davis served as interim chief administrative officer (CAO) for the County of Los Angeles from June 1, 1996 to August 24, 1996. Davis was responsible for overseeing a complex organization of approximately 82,000 employees and an annual budget of more than $12 billion for the most populous county in the United States. Prior to this assignment, Davis held the position of chief deputy, Chief Administrative Office for almost 2 ½ years.

While serving as interim CAO, Davis maintained her role as the director for the County Office of Emergency Management, which was responsible for directing and coordinating the emergency operations of Los Angeles County, including the development and approval of emergency response and recovery plans for the County.

Prior to accepting a position with the Chief Administrative Office, Davis served as the treasurer and tax collector for Los Angeles County. Appointed on May 1, 1987, she was the first female treasurer and tax collector in the history of Los Angeles County and directed a workforce of 671 positions and a departmental annual budget of $57.5 million. Before being appointed treasurer and tax collector, Davis held various management and administrative positions throughout her County career, which began in July 1969. The departments she had previously worked for included: Treasurer and Tax Collector, Chief Administrative Office, Department of Parks and Recreation, Registrar-Recorder, and the Auditor-Controller's Office.

Since leaving County service in August 1996, Davis has spent her time traveling and vacationing in different parts of the world, and spending time with her husband. She is actively involved in a number of community activities.

The recipient of numerous public service achievement awards, Davis received a bachelor's degree in mathematics from the University of California, Los Angeles.

Davis and her husband, Gene, reside in La Quinta, Calif.