



WORKING TITLE: DEPUTY COUNTY ADMINISTRATOR – CHIEF OPERATIONS OFFICER	CLASSIFICATION: DEPUTY COUNTY ADMINISTRATOR
DEPARTMENT: COUNTY ADMINISTRATION	DIVISION: COUNTY ADMINISTRATION
PAY RANGE: DEPHD 35	FLSA CATEGORY: EXECUTIVE/EXEMPT
PHYSICAL REQUIREMENTS: ATTACHED	WORKERS COMP CODE: 8810
PPE: PER WORK LOCATION	REVISION DATE: JUNE 2024

JOB DESCRIPTION

GENERAL STATEMENT OF DUTIES:

Assists the County Administrator in managing operations of the County including budget management, administrative oversight, supervision, and policy development. Assumes lead role in carrying out complex fiscal planning, capital planning, strategic infrastructure planning, insurance administration and risk management, and contract management. This position has an internal operational focus and will work closely with the County Administrator and Board of County Commissioners to identify and address operational needs for departments and the County. Provides direct supervision of internal service departments, including Facilities, Information Technology, Finance/Accounting, and other programs.

SUPERVISION RECEIVED:

Works under general supervision of the County Administrator with considerable independent judgement.

SUPERVISION EXERCISED:

Supervises division managers, program managers, staff, and volunteers as assigned by County Administrator. May serve as administrative officer of the County to exercise and perform the County Administrator's powers and duties during the County Administrator's temporary absence or disability.

DUTIES AND RESPONSIBILITIES INCLUDE ESSENTIAL FUNCTIONS OF POSITIONS ASSIGNED TO THIS CLASSIFICATION. DEPENDING ON ASSIGNMENT, THE EMPLOYEE MAY PERFORM A COMBINATION OF SOME OR ALL OF THE FOLLOWING DUTIES:

- Provides planning, coordination, policy development, and organizational oversight of administrative services divisions including direct supervision of division managers.
- Interprets department policies and procedures.
- Participates in establishing work methods and modifying policies and procedures.
- Represents county administration at department, Board of Commissioner (Board), committee, and external agency or service partner meetings.
- Assists the County Administrator in administering daily operations of the County by working with department directors to resolve operational and organizational problems.

DEPUTY COUNTY ADMINISTRATOR

- Serves as a resource for departments regarding procurement, budget, capital improvement, and administrative policies and procedures.
- Gives guidance to departments regarding policy and setting new direction(s).
- Evaluates plans, performance, and overall effectiveness of assigned operations.
- Develops and maintains cooperative working relationships with County departments and divisions, and/or other jurisdictions.
- Conducts research and develops policy recommendations regarding a variety of County programs and services; develops related strategies and objectives as assigned.
- Manages County's insurance portfolio, works with contracted insurance brokers, and oversee renewals. Reviews insurance claims and administers insurance reserves. Works with risk management staff to implement risk mitigation measures and limit exposure.
- Manages County's courthouse campus facilities, capital planning, and strategic planning activities to ensure facilities meet current and future service needs.
- Attends Board of County Commissioners meetings and track Board's strategic priorities and initiatives.
- Prepares and presents periodic reports regarding department and overall county financial status, insurances reserves and experience status, and facilities projects status.
- Manages procurement process for cross-departmental infrastructure improvement projects, including information technology and capital improvements to facilities.
- Interprets, explains, and applies collect bargaining contract language, administrative rules, processes, procedures, and federal, state, and local laws, rulings, and policies.
- Participates in contract negotiations.
- Undertakes special projects as assigned.
- Serves as Acting County Administrator in the Administrator's absence (as assigned).
- Performs other duties as assigned.

JOB SPECIFICATION

KNOWLEDGE OF:

- Practices, principles, and procedures of public administration including governmental, procurement, financial management, and labor relations.
- Principles and practices of organization, administration, information technology, fund budgeting, facility management, and personnel administration.
- Supervisory and management principles and practices.
- Principles and practices of governmental fiscal management including budget preparation, expenditure control, grant writing, and record keeping.
- Organization and operation of County and other levels of government.
- Principles related to continuity of operations planning and implementation in response to disasters.
- Community organizations and service providers involved in the delivery of public service programs.
- Principles of local government processes.
- Federal, state, and local legislation pertaining to procurement, public records, labor relations and personnel matters.

SKILL IN:

DEPUTY COUNTY ADMINISTRATOR

- Developing and maintaining professional relationships, coaching, and team-building.
- Communicating effectively, both orally and in writing.
- Preparing and delivering written and oral presentations to individuals, small groups, and large audiences.
- Negotiating and exchanging ideas, information, and opinions with others to formulate policies and programs and/or arrive jointly at decisions, conclusions, or solutions.
- Identifying administrative needs and setting and organizing objectives to accomplish relevant results.
- Delegating responsibility.
- Training and evaluating subordinate performance.
- Managing and coordinating business services in a diverse and decentralized environment.
- Anticipating, planning, organizing, and managing change.

ABILITY TO:

- Develop and implement policies and procedures.
- Prepare clear and concise reports.
- Maintain confidentiality.
- Establish and maintain effective working relationships with elected and appointed officials, subordinates and other county employees, representatives of other governmental agencies, employee representatives, and the general public.
- Plan, organize, and supervise work of subordinates.
- Interact effectively with the Board.
- Analyze complex data, problems, situations, practices, or procedures to define the problem or objective to identify relevant concerns or factors and facilitate logical and objective conclusions.
- Translate program needs into budget form.
- Plan, organize, and oversee assigned work programs and analyze/evaluate operations and develop and implement corrective action to resolve problems.
- Operate in the Microsoft Windows environment inclusive of using Excel, database management, and record keeping programs.

MINIMUM EXPERIENCE AND TRAINING:

Bachelor's degree in public administration, business administration, communications, or related field, and a minimum of five years of progressively responsible management experience involving personnel, communications, and administration. A satisfactory combination of experience and training which demonstrates the required skills, knowledge, and ability may be considered. Public sector experience is preferred.

OTHER REQUIREMENTS:

Ability to secure and maintain a driver's license valid in the state of Oregon, or an acceptable alternative means of transportation. May be required to drive a County vehicle. Employees authorized to operate a private vehicle on County business are required to carry a valid driver's license and liability insurance minimums as outlined in ORS 806.070.

May be subject to successful completion of a background check.

WORK ENVIRONMENT/PHYSICAL DEMANDS SUMMARY:

This position works in the community and an office environment, and uses a computer, telephone and other office equipment as needed to perform duties. The noise level in the work environment is typically that of an office. Work also involves travel within the county and to other locations for meetings. Frequent interruptions may be encountered throughout the workday.

The employee is regularly required to sit, talk, or hear; frequently required to use repetitive hand motion, handle or feel, and to stand, walk, reach, bend or lift up to 20 pounds occasionally.

Contact with the public in office environments may risk exposure to irrational/hostile behavior, contagious diseases, or contact with domestic animals.

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees may be required to perform other related duties as assigned, to ensure workload coverage. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. This job description does NOT constitute an employment agreement between the employer and employee, and is subject to change by the employer as the organizational needs and requirements of the job change.

The job specification requirements stated are representative of minimum levels of knowledge, skills, and abilities to perform this job successfully. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above so that the employee will possess the abilities or aptitudes to perform each duty proficiently.