



WORKING TITLE: OFFICE ADMINISTRATOR	CLASSIFICATION: OFFICE ADMINISTRATOR
DEPARTMENT: PLANNING	DIVISION: PLANNING
PAY RANGE: NBYCM 17	FLSA CATEGORY: EXEMPT
PHYSICAL REQUIREMENTS: ATTACHED	WORKERS COMP CODE: 8810
PPE: PER WORK LOCATION	REVISION DATE: APRIL 2018

JOB DESCRIPTION

GENERAL STATEMENT OF DUTIES:

Provides office and business management functions in a mid-sized county department. Under the direction of the Department Head, is responsible for the preparation of the annual budget. Directs all accounting functions within the department. Exercises full supervisory authority over a significant number of employees (generally four or more). Directs the workflow of a county department, supervises activities of subordinates, reviews workflow, recommends and prepares office procedures; interprets and applies laws, ordinances, and regulations concerning department programs. Participates in department work to ensure that deadlines are met.

SUPERVISION RECEIVED:

Work is performed with considerable independent judgment under the supervision of an elected or appointed department head and is evaluated for effective and efficient operation of the department and quality of service to the public.

SUPERVISION EXERCISED:

Responsible for the hiring, training, evaluation, and disciplining of subordinates. Due to the nature of supervisory responsibilities, this position is non-bargaining.

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:

- Supervises and is responsible for all accounting activities carried out within the department. These may include accounts receivable and payable, cash receipts, and payroll or time sheet processing. Serves as the department’s liaison with Central Accounting and the County Treasurer’s Office.
- Prepares and monitors the annual department budget.
- Performs or supervises all other business management functions for the Department including grant monitoring, telecommunications and information systems coordination,
- Serves as liaison to the personnel office to insure proper document flow of paperwork related to hiring, terminations and salary actions.
- Processes contracts and other critical documents.
- Supervises and coordinates activities of subordinates; assigns work to subordinates; trains subordinates in job functions and office procedures; responds to and resolves questions of

subordinates; participates in performance evaluation of subordinates relative to program achievements.

- Participates in work of the department; analyzes laws, ordinances, and regulations affecting program areas and recommends changes in procedures to improve operations and meet requirements; prepares reports concerning department programs and activities.
- Provides a variety of administrative assistance to policy-making officials, analyzes administrative concerns, recommends and implements alternative policies, procedures, and courses of action; prepares or directs others in preparation of documents or information materials.
- Ensures decisions of superiors are carried out effectively and efficiently; when authorized, modifies, changes, adds, or deletes details to decisions, policies, procedures, schedules, etc., for superiors; advises superiors on problems relating to decision implementation and, as needed, requests direction for the most appropriate course of action.
- Makes recommendations concerning administration and revision of various systems such as personnel, procurement, and recordkeeping; participates in preparation and administration of a department budget.
- Prepares correspondence, reports, and documents for department head.
- Performs all or most of the data or word processing and computer tasks of lower level office specialist classes.

JOB SPECIFICATION

KNOWLEDGE OF:

- Department policies and procedures as required by the position.
- The functions of county government, the functions of the department, and the interrelationship between county departments.
- Current supervisory practices.
- The County's budgetary and administrative systems.

SKILL IN:

- Effective communication, both orally and in writing.
- Supervising and coordinating activities and duties of subordinates.
- Preparing correspondence, reports, and documents.

ABILITY TO:

- Direct and coordinate work of subordinates in an effective and efficient manner.
- Analyze documents, summarize details and intent, and prepare reports.
- Effectively and efficiently carry out policies of the department.
- Interact with co-workers, elected and appointed county officials, and the public in a helpful, pleasant, and courteous manner.
- Establish and maintain effective working and problem-solving relationships with supervisors, department employees, other employees, and the public.
- Attend work as scheduled and/or required.

MINIMUM EXPERIENCE AND TRAINING:

Five years' experience at a level equivalent to Admin Office Specialist or Senior Office Specialist. College level course work or training in public or business administration may substitute for up to two years of experience. At least one year of education or experience shall be in accounting, bookkeeping, business management, or budgeting. Any satisfactory combination of experience or training which ensures the ability to do the job may substitute for the above.

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. ICC Permit Tech Certification is required.

May be subject to successful completion of a background check.

WORK ENVIRONMENT/PHYSICAL DEMANDS SUMMARY:

The incumbent typically works in 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 typical of that of an office. Incumbent may encounter frequent interruptions 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.

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 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.

