



WORKING TITLE: BUSINESS SERVICES DIRECTOR	CLASSIFICATION: BUSINESS SERVICES DIRECTOR
DEPARTMENT: ADMINISTRATION	DIVISION: ADMINISTRATION
PAY RANGE: DEPHD 34	FLSA CATEGORY: EXECUTIVE/EXEMPT
PHYSICAL REQUIREMENTS: ATTACHED	WORKERS COMP CODE: 8810
PPE: PER WORK LOCATION	REVISION DATE: JULY 2018

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. Plans, directs, and oversees the operations and programs of internal service departments, including: facilities maintenance, human resources, information technology, and finance. Develops goals, objectives, and strategies to meet the department and county strategic plans; coordinates support services with other county departments; and provides complex management analysis and support to the County Administrator and the Board of Commissioners. Assumes lead role in carrying out complex projects.

SUPERVISION RECEIVED:

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

SUPERVISION EXERCISED:

Supervises division managers, staff, contractors, and volunteers as assigned by County Administrator. May serve as Acting County Administrator in the Administrator's absence, as designated by the County Administrator.

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.
- Serves as a resource for departments regarding County policies and procedures.
- Coordinates County general liability, property, and workers compensation insurance renewals and administration.

- Evaluates plans, performance, and overall effectiveness of assigned operations.
- Conducts research and develops policy recommendations regarding a variety of County programs and services; develops related strategies and objectives as assigned.
- Participates as a member of the management bargaining team in collective bargaining with labor unions.
- Undertakes special projects 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, including planning, organizing, directing, motivating, and decision-making.
- Principles and practices of governmental fiscal management including budget preparation, expenditure control, grant writing, and record keeping.
- County government organization and structure.
- Business services management including finance, facilities maintenance, information technology, telecommunications, human resources, risk management, and other internal business services.

SKILL IN:

- Leadership principles and management practices.
- Developing and maintaining professional relationships, coaching, and team-building.
- Communicating effectively, both orally and in writing, with staff, department heads, elected officials, and citizens.
- Negotiating and exchanging ideas, information, and opinions with others to formulate policies and programs and/or arrive jointly at decisions, conclusions, or solutions.
- Preparing and presenting complex studies, plans, reports, and recommendations to the Board in a manner that facilitates discussion and decision-making.
- Identifying administrative needs and setting objectives to accomplish relevant results.
- Project management and organizing objectives.
- 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.
- 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.
- Function in a team environment.
- Attend work as scheduled and/or required.
- 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 or related field; and five years of progressively responsible senior management experience involving fiscal, personnel, purchasing, and program 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.

Successful completion of a background check and obtaining and maintaining CJIS certification is required.

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.