



# JOB DESCRIPTION

<b><i>Title</i></b>	<b>Assistant County Manager</b>	<b><i>Created</i></b>	April 2017
<b><i>Department</i></b>	County Manager	<b><i>Revised</i></b>	
<b><i>Job Class</i></b>	M 10	<b><i>Safety Sensitive</i></b>	No
<b><i>Labor Union</i></b>	Unrepresented	<b><i>FLSA</i></b>	Exempt

## ***Purpose***

To represent Clatsop County, the Board of County Commissioners, and the County Manager on complex inter-jurisdictional projects and programs; assume a lead role in carrying out highly complex studies, special projects, economic development planning and programming, and recommend appropriate courses of action; perform analytical and management level services involving a variety of disciplines for the County Manager, including policy analysis, operating procedures, best practices, organizational structure, budget requests and other operational/financial matters. May plan, organize, direct and supervise the administrative staff of the County Manager's office.

## ***Essential Functions***

- Relieve the County Manager of administrative details and act on behalf of the Manager in his/her absence. Represent the Board of Commissioners and the County Manager before various boards, committees, hearings and community groups.
- Exercise supervision over designated County department heads at the direction of the County Manager.
- Liaise with departments regarding achievement of the County Manager's directives and policies; accurately represent County Manager's position on policy questions; assist department heads and staff in establishing programs and achieving their objectives.
- Develop County financial policies and budget strategies for short and long term implementation; coordinate the annual County-wide budget preparation process, including the development and preparation of budget forms, budget calendar, publication notices and departmental budgets; training of and serving as a resource for all departments and designated staff regarding budget preparation; ensure various activities are completed on schedule; determine required publication deadlines; review departments' budget forms for accuracy and completion; participate in departmental budget review meetings; compile proposed and adopted budget documents; attend all Budget Committee meetings and Board budget hearings; draft budget resolutions and orders for Board consideration; and prepare Department of Revenue budget documents for submission to designated officials.
- Perform and supervise analytical studies, complex programs, and major projects as assigned including the development of County-wide projects and the coordination of inter-jurisdictional projects and complex organization studies. Coordinate various planning, construction, purchasing and development activity projects.
- Develop, recommend, and assist in the implementation of various Board of Commissioners and County administrative policies and procedures, and provide training and assistance to departments in identification, interpretation and



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development of the same.

- At the direction of the County Manager, supervise administrative staff performing various clerical and secretarial tasks. Assign and review work; evaluate performance; coordinate training and recommend necessary disciplinary action if required; respond to employee complaints and effectively recommend hire and termination decisions.
- Administer grants involving County (grantor or grantee), including developing grant proposals, completing grant applications, soliciting proposals, preparing and submitting reports and disbursement requests, and monitoring activities for compliance with related requirements.
- Oversee the drafting and preparation of a variety of public notices, press releases, proclamations, policies, procedures, resolutions, agreements, budget documents, requests for proposals, agenda summaries etc., ensuring compliance with laws, policies, procedures and established deadlines.
- Develop, implement and evaluate office procedures and workflow process for the County Manager's department to improve efficiency and continuity of the office operations.
- Follow and enforce all safety rules and procedures established for work areas.

## **Auxiliary Functions**

In the event of a declared emergency by the Board of County Commissioners, the employee is subject to a temporary emergency assignment according to the Emergency Management Plan, for which prior preparation or cross training may occur in an occasional "table-top" test exercise. The employee will return to their regular assignment upon the vacation of the declaration of emergency.

Oversee departmental budget. Answer telephone, greet visitors and perform other routine office functions as workload and staffing levels dictate. Review and verify accuracy of purchase orders and claims for office expenditures and receivables. Maintain work areas in a clean and orderly manner.

## **Mandatory Qualifications**

- Bachelor's degree or equivalent in public administration, business administration, or related field and over five (5) years of progressively responsible local government administration experience, or any satisfactory combination of experience and training.
  - Thorough knowledge of the principles and practices of public administration; knowledge of public fiscal planning and management; knowledge of Oregon state laws regarding the functions, budgets and administration of county governments.
  - Ability to organize and supervise studies and recommendations to obtain effective solutions to complex problems in budget preparation, personnel utilization, organization and forms analysis; ability to supervise, coordinate, and delegate responsibility to supporting staff; ability to communicate effectively both verbally and in writing with County personnel and representatives of outside
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interest groups.

- Ability to establish and maintain cooperative working relationships with individuals, whether members of the public or co-workers from diverse groups and backgrounds.
- Ability to maintain and manage a high degree of confidential material and be knowledgeable of HIPAA regulations.
- Must have and maintain current driving privileges in the state of Oregon.

## ***Desired Qualifications***

- Previous department head or senior level manager experience in the public sector.
- Graduate degree in public administration or business administration.
- Knowledge of specific software utilized within County.

## ***Physical Demands***

- Physical demands on position are minimal involving moving boxes, books, files, etc., weighing up to 15 pounds.
- Occasionally move boxes and office supplies weighing up to 25 pounds.

## ***Working Conditions***

Usual office working environment.

## ***Supervisory Responsibility***

At the direction of the County Manager Supervises up to 15 FTE, including administrative staff, management staff and all County Department Heads.

THE ABOVE DESCRIPTION COVERS THE MOST SIGNIFICANT DUTIES PERFORMED BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, THE INCLUSION OF WHICH WOULD BE IN CONFORMITY WITH THE FACTOR DEGREES ASSIGNED TO THIS JOB.

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