



# Josephine County, Oregon

## Human Resources Office

Josephine County Courthouse  
500 NW 6<sup>th</sup> Street Dept 11 / Grants Pass OR 97526  
(541) 474-5217 / FAX (541) 474-5218 / TTY (800) 735-2900

### POSITION DESCRIPTION

Job Title: Chief Administrative Supervisor  
Department: Board of County Commissioners  
FLSA Status: Exempt  
WC Code: 8810  
Effective Date: December 19, 2012  
Last Revised: February 25, 2015  
Pay Grade: NU16  
Union: Non-Union (Supervisory)

#### SUMMARY

Supervises, manages, organizes, and performs duties within the elected Board of County Commissioners' office. Provides public or other individuals with designated services, implements laws, codes, programs, or policies prescribed by legislative bodies by performing the following duties personally or through subordinate employees. Work is performed under the general supervision of the elected County Commissioners who periodically review work for accuracy and compliance with departmental policies and state and federal regulations.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

(Illustrative Only. Any single position in this classification will not necessarily involve all of the listed duties below and other positions will involve duties which are not listed. These duties represent the essential functions needed of persons in this classification.)

1. Coordinates and oversees activities for the administrative office of the Board of County Commissioners in order to provide designated functions or services with a minimum delay and optimum efficiency and accuracy. These activities include but are not limited to:
  - A. Prepare and distribute Board meeting notices and informational packets.
  - B. Distribute and route mail and memorandums to the appropriate Commissioner(s) for review. Assure that routed documents requiring Board action(s) are properly routed and tracked and that any resulting board actions(s) are properly recorded and communicated.
  - C. Attend public meetings of the board and prepare minutes.
  - D. Ensure all required documents are properly recorded and/or retained in accordance with State, Federal, and Local law.
  - E. Perform research; review, interpret and analyze data; draft letters, reports, orders, resolutions, notices and other documents and presentation materials.
2. Supervises subordinate employees including assigning and reviewing work, evaluating performance, training, taking necessary disciplinary action and effectively recommending on hiring and termination decisions

3. Directs office activities; performs routine audits of office functions to determine accuracy and efficiency. Reviews office's administrative policies and procedures; develops, recommends and implements new policies and procedures to increase efficiency.
4. Process requests for information.
5. Prepared budget recommendations and estimates for areas of responsibility.
6. Answers department inquiries from the general public and other County or agency staff regarding laws, regulations, policies, and procedures.
7. Reviews Oregon laws to update office programs, policies and procedures as changes occur. Informs subordinate staff of changes or interpretations of laws, codes, programs, policies or procedures.
8. Researches, compiles and maintains data from varied sources where considerable knowledge of subject matter is required. Prepares financial and narrative reports which require balancing, reconciling figures and verifying data.
9. Provides staff members with technical and/or professional assistance on an ongoing basis.
10. With assistance of Legal Counsel and County Clerk's Office, advise Board and subordinate staff on public meeting law requirements, legal and procedural requirements for Board action, and records retention.
11. With assistance of Human Resources, facilitate the orientation process for newly elected/appointed Elected Officials.
12. Act as a liaison between the public, County staff, Elected Officials, community groups, media, State and Federal Organizations and the Board of Commissioners; resolve conflict, and answer questions.
13. Performs other duties as assigned.

#### SUPERVISORY RESPONSIBILITIES

Carries out supervisory responsibilities in accordance with the County policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems. Incumbent has direct or indirect supervisory responsibility for all departmental employees.

#### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Knowledge of modern practices and methods of office management and supervisory principles; business English, spelling, grammar, composition; recordkeeping methods; legal office terminology and the preparation and processing of legal documents as required by the position; local government administrative processes.

Skill in compiling and analyzing data; monitoring budgets; monitoring and evaluating the work of subordinate staff; use of varied office equipment; taking and compiling minutes; working under the structure of a political office.

Ability to adjust to frequent priority change and use good judgement during tense or high pressure situations; complete complex assignments in a timely manner; maintain the confidentiality of information; work independently with minimal direction; work a varied schedule including non-business hours when necessary.

#### EDUCATION AND EXPERIENCE

Graduation from an accredited community college or technical school with major coursework in or related to office management, and four (4) years progressively responsible experience in business management, accounting, administering statutorily structured activities (*i.e. activities governed by Oregon Revised Statutes and OARs*), program management and supervision; or any satisfactory combination of education, experience and training which demonstrates the knowledge, skills and ability to perform the described duties.

### JOB IMPACT

The most common consequence of error would involve financial loss, embarrassment to the department or County or litigation caused by errors, omissions, misinformation or lack of information.

### JOB CONTACTS

The position generally has contact with other County departments, divisions, programs; state and federal agencies; community professionals; and the public. Frequent contacts are made with other County departments, other governmental agencies, outside agencies and the public.

### LANGUAGE SKILLS

Ability to read, analyze, and interpret technical laws, codes, ordinances, journals, financial reports, and legal documents; respond to common inquiries or complaints from customers, regulatory agencies or members of the community; effectively present information to County staff, public groups, and/or other government agencies; communicate effectively both verbally and in writing; and establish and maintain effective working relationships with other employees, agencies, officials, and the general public.

### MATHEMATICAL SKILLS

Ability to work with arithmetic and basic algebra. Ability to think abstractly as required by departmental database software. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

### REASONING ABILITIES

The position requires the ability to understand and correctly interpret complex laws relating to duties and responsibilities. Ability to define problems, collect data, establish facts, and draw valid conclusions.

### OTHER SKILLS AND ABILITIES

The position requires the ability to effectively and efficiently use computers, word-processing, spreadsheet, database, and presentation programs. The position requires the ability to successfully manage the departmental web pages and electronic interfaces over the internet.

### CERTIFICATES, LICENSES, REGISTRATIONS

Possession of or ability to obtain a valid Oregon Driver's License and possess a safe driving record.

### BACKGROUND INVESTIGATION

Those employed in this position may be subject to a background investigation including criminal background investigation. Conviction of a crime will not necessarily disqualify an individual for this classification.

### WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderate.

### PHYSICAL REQUIREMENTS

The physical requirements outlined 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.

### PHYSICAL REQUIREMENTS

Check if required for essential job function	Activity	Never 0%	Occasionally 1-33%	Frequently 34-66%	Continuous 67-100%
<input checked="" type="checkbox"/>	Standing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Sitting - 1/2 hour plus	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Moving about work area	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Bending forward	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Stoop position - 1 minute plus	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Climbing stairs - 1 floor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Crawling - hands & knees	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Reaching overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Lifting strength	<b># of pounds = 25</b>			
<input checked="" type="checkbox"/>	Lifting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Patient Lifting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Lifting Overhead	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Moving carts, etc.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Carry items	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Dexterity/Coordination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Keyboard Operation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Rapid-mental/hand/eye coord.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Operation of motor vehicle	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Speech, Vision &amp; Hearing</b>					
<input checked="" type="checkbox"/>	Distinguish colors	Yes: <input checked="" type="checkbox"/>	No: <input type="checkbox"/>		
<input type="checkbox"/>	Distinguish shades	Yes: <input type="checkbox"/>	No: <input checked="" type="checkbox"/>		
<input checked="" type="checkbox"/>	Depth perception	Describe:	Operate computer for data entry, correctable vision		
<input checked="" type="checkbox"/>	Ability to hear	Normal Speech Level:			
<input type="checkbox"/>	Other Spec. Hearing Req.	Describe:			
<b>Exposure - Environmental Factors</b>					
<input checked="" type="checkbox"/>	Heat	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Cold	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Humidity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Wet Area/Slippery	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Noise	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Dust	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Smoke	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Vibration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Chemical Solutions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Uneven Area	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Ladder/Scaffold	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Ionization	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Radiation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Body Fluids	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>