



Josephine County, Oregon

Human Resources Office

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

POSITION DESCRIPTION

Job Title: Executive Office Manager
Department: Administration
FLSA Status: Exempt
WC Code: 8810
Effective Date: April 1, 2019
Last Revised: April 1, 2019
Pay Grade: D1
Union: Non-Union (Management)

SUMMARY

Performs responsible administrative work assisting the Board of County Commissioners in the planning, direction, and coordination of County operations. Supervises Board administrative staff. Serves as coordinator for complex projects; including research, report preparation and final recommendations to the Board. Work reviews are based primarily on the assessment and accomplishment of established annual goals.

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. Serves as Department Manager overseeing workflow and operation 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. Serves as project coordinator on special projects as directed by the Board of County Commissioners.
3. Coordinates orientation of newly elected County Commissioners.
4. In coordination with County Legal Counsel, ensures County compliance with laws governing public meeting law, records retention, administrative hearing protocol, and legal and procedural requirements for Board action.

5. As directed by the Board, draft Board actions including but not limited to orders, resolutions, proclamations and letters.
6. Oversees the agenda for Board of Commissioners meetings and attends same as needed.
7. Drafts and manages Board Office budget. Monitors budget and expenses and informs Board as needed.
8. 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. Coordinate with County PIO on Board communication.
9. Trains, supervises clerical staff in the Board of County Commissioner's Office, including assigning and reviewing work, scheduling and approving time off, training, evaluating performance, taking necessary disciplinary actions, and making hiring and termination decisions.
10. Tracks Board action items and projects. Coordinates with agencies and Departments to facilitate completion.
11. Reviews, evaluates and develops departmental policies, procedures and work methods.
12. Other duties as assigned by the Board of County Commissioners.

SUPERVISORY RESPONSIBILITIES

Supervisory responsibilities include oversight for Board administrative staff as well as other programs assigned by the Board of County Commissioners.

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 school of higher learning 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. Experience operating in a legal office preferred.

JOB IMPACT

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

JOB CONTACTS

This position generally has contact with other County departments, divisions, programs, State and Federal agencies, community professionals, media, 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 general business periodicals, professional journals, technical procedures, or government regulations. Ability to communicate effectively both orally and in writing. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customer, and the general public. Ability to respond courteously and tactfully, and establish and maintain effective working relationships with other employees and officials, outside officials and agencies, and the public.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commission, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry. Extensive knowledge of the structure of and underlying principles of government finance.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and/or concrete variables.

OTHER SKILLS AND ABILITIES

Ability to read, analyze, and interpret business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports and business correspondence. Ability to effectively present information and respond to questions. Ability to plan, organize and conduct research projects. Ability to analyze and prepare budgets. Ability to establish and maintain effective working relationship with the Board of County Commissioners, department heads, Elected Officials, employees, officials from other agencies, and the public. Ability to effectively operate within a political office.

CERTIFICATES, LICENSES, REGISTRATIONS

Possession of or ability to obtain valid Oregon Driver's license; safe driving record. Ability to become public notary within one year of hire.

WORK ENVIRONMENT

General office environment. The position is impacted by urgent time deadlines, the need for extreme accuracy, and attention to fine detail.

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.

PHYSICAL DEMANDS

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 checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Moving about work area	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input 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 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 type="checkbox"/>	Lifting strength	# of pounds = 25lbs			
<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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Rapid-mental/hand/eye coord.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Operation of motor vehicle	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Speech, Vision & Hearing					
<input type="checkbox"/>	Distinguish colors	Yes: <input type="checkbox"/> No: <input checked="" type="checkbox"/>			
<input type="checkbox"/>	Distinguish shades	Yes: <input type="checkbox"/> No: <input checked="" type="checkbox"/>			
<input checked="" type="checkbox"/>	Depth perception	Describe: Close Vision & Ability to adjust focus			
<input checked="" type="checkbox"/>	Ability to hear	Normal Speech Level: Yes			
<input type="checkbox"/>	Other Spec. Hearing Req.	Describe:			
Exposure - Environmental Factors = Standard courthouse office environment					
<input type="checkbox"/>	Heat	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input 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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Noise	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Dust	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Smoke	<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" 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"/>