**HOOD RIVER COUNTY**

*A Small County with a big mission:*
*Providing Quality of Life for all.*

| |
|---|
| *FLSA Status*: Hourly |
| *Union:* Non-Union |
| *Work Comp Code: Office Clerical-8810* |
| *EEO: 1-Financial Administration* |
| *Salary Range: 5G* |
| *Last Update: August 2024* |

| **JOB TITLE** | Office Manager, Senior ( to Include Addendum ) |
|---|---|

## Job Summary

Responsible for the supervision of staff and administrative operations in assigned department including payroll review and processing, budget preparation and tracking, administering human resources processes, developing function procedures, and conducting special administrative projects. Serves as part of the department's management team.

## Essential Duties

- Supervises employees including conducting performance reviews, making or providing input into hiring, disciplinary and termination decisions, administering training activities and developing and approving schedules.
- Prepares Requests for Proposals (RFP), personal service contracts, forms, grants, reports, and related materials and documents requiring specialized knowledge of departmental regulations or technical terminology.
- Collects, researches and summarizes a variety of department and program related data.
- Participates in development and implementation of departmental procedures for areas such as budget, data management, purchasing, and accounts payable/receivable.
- Participates in the administration of approved budget in conjunction with the Department Leaders; monitors budget throughout the fiscal year; prepares budget documents for necessary adjustments; interacts frequently with the Finance Department; analyzes and projects personnel and operation costs and projects revenues.
- Prepares monthly expenditure reports; monitors the preparation of claims, payment of department bills, and maintains cost accounting and cash flow records; manages grants including monitoring associated expenditures and preparing drawdown requests; and prepares payroll for all department personnel.
- Responds to and resolves complaints and issues; monitors issue resolution throughout the department.
- Coordinates building and equipment repair and maintenance; maintains an inventory of supplies and equipment.
- Schedules, develops the agendas, attends, and prepares minutes for various meetings, boards and committees.
- Acts as a confidential assistant to the department Leader and may serve as part of the department management team; performs personal administration functions as assigned and assists in office duties, phone answering, etc.
- Performs other related duties as assigned.

## Knowledge and Skills

- Knowledge of standard office practices and methods.
- Knowledge office equipment and standard computer programs.
- Knowledge of bookkeeping methods and practices.
- Knowledge of department programs, policies, and processes.
- Knowledge of supervisory principles and practices.
- Knowledge of and skill in the preparation of formal business documents.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Ability to establish and maintain an effective working relationship with subordinates, peers, supervisors and the general public.
- Ability to collect and summarize significant amounts of data and information.

## Minimum Qualifications

- Associate’s degree or equivalent required.
- Extensively experienced and responsible Executive Assistant in government.
- Must obtain Notary Public status through the State of Oregon.
- High level experience in project management, contract negotiation preferred.
- Or an equivalent combination of directly related education and experience.

## Supervision Received and Exercised

- Supervision Received: Department Leadership
- Supervision Exercised: Directly supervises departmental employe(s).

## Working Conditions

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing this job, the employee works in an indoor, office environment and travels to other County offices. Employees are frequently exposed to typical non-physical office demands. Employees perform sedentary work.

**HOOD RIVER COUNTY**

A *Small County with a big mission:*
*Providing Quality of Life for all.*

| |
|---|
| *FLSA Status*: Hourly |
| *Union:* Non-Union or Union |
| *Work Comp Code:* |
| *EEOC:* |
| *Salary Range:* |
| *Last Update:* |

| **JOB TITLE** | Office Manager, Senior Administration Addendum |
|---|---|

## Job Summary

Serves as Clerk of the Board and is a part of the department's management team. Responsible for the supervision of staff and administrative operations in assigned department including payroll review and processing, budget preparation and tracking, developing function procedures, and conducting special administrative projects.

## Essential Duties:

- Serves as Clerk of the Board, maintaining official records of County actions.
- Receives claims and public record requests
- Maintains official record of County actions as Clerk of the Board
- Compiles agenda for Board of Commissioners' meetings, making administrative recommendations (in conjunction with County Administrator) on items submitted for Board Action.
- Ensures that information provided to the Board of Commissioners is professional and presented in a manner that facilitates decision making.
- Performs public relations and liaison duties on behalf of the Administrator.
- Interprets pertinent laws and departmental regulations to the public or staff in person and through correspondence.
- Performs research, drafts letters and oversees preparation of Resolutions, orders, Proclamations and Ordinances and press releases for Board consideration.
- Attends Board of Commissioner Meetings, provide assistance, collects, maintains and posts all approved agendas and minutes to the County website.
- Supports the County Administrator producing Employee Status Change forms for those direct reports to the County Administrator
- Serves as a key role in the Management team coordinating with County leadership and department heads.

## Supervision Received and Exercised:

- Supervision Received: County Administrator