

**BEFORE THE BOARD OF COUNTY COMMISSIONERS
IN AND FOR THE COUNTY OF CURRY, OREGON**

**In the Matter of an Order Approving a
Temporary Pay Increase**

)
) **ORDER NO. 23217**
)

WHEREAS, there is currently no Director of County Operations; and

WHEREAS, the Board of Commissioners has determined that County Legal Counsel should fill the role of the Director of County Operations on an interim basis; and

WHEREAS, Counsel has agreed to perform the duties contained in the attached Director of County Operations job description, in addition to the existing responsibilities of the County Legal Counsel position; and

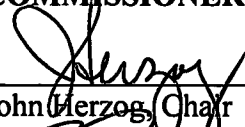
WHEREAS, it is the unanimous recommendation of the Board that Michael "Ted" Fitzgerald, County Legal Counsel, currently at Salary Range CC-3, at \$9,379.00 per month, receive a pay increase in connection with this expansion of duties.

NOW, THEREFORE, THE BOARD OF CURRY COUNTY COMMISSIONERS HEREBY ORDERS THAT:

1. County Legal Counsel, Michael "Ted" Fitzgerald, shall in all manners assume the duties, powers, and obligations of the attached Director of County Operations position for an interim period of ninety (90) days, effective March 1, 2023.
2. During the time that Michael "Ted" Fitzgerald is fulfilling the role of Director of County Operations, he shall receive a pay increase of approximately 33% for a total monthly salary of \$12,545.00.

DATED this 1st day of March, 2023.

**CURRY COUNTY BOARD OF
COMMISSIONERS**

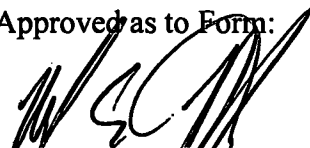


John Herzog, Chair



Brad Aleorn, Vice Chair

Approved as to Form:



Michael E. Fitzgerald, OSB #950738
County Legal Counsel



Jay Frost, Commissioner

**CURRY COUNTY
JOB DESCRIPTION**

JOB TITLE: Director of County Operations

EXEMPT: Yes
SALARY LEVEL: E-17
SUPERVISOR: Board of Commissioners
PREPARED BY: Board of Commissioners

January 2019.

POSITION SUMMARY:

The Director of County Operations, hereinafter referred to as the County Director, serves at the pleasure of the Board of Commissioners. As such, the County Director is responsible to the Board of Commissioners to execute all management and administrative tasks of the Board of Commissioners and shall have supervision of all County administrative departments, divisions and offices except the departments of Elected Officials and County Counsel, or as otherwise provided by law. The County Director shall also serve as the Department Head of the Community Development Department. Duties further defined by employment agreement and County ordinance.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Comprehensive Direction and Oversight

- 1) Formulates, implements and ensures enforcement of ordinances, orders, rules, regulations, procedures and policies adopted by the Board. Also, serves as the Director of the Community Development Department.

Service to the Board of Commissioners

- 2) Attends all Board meetings and keeps the Board informed of pertinent matters related to the operations and management of the County.
- 3) Prepares short and long term plans, an annual report and any other report requested by the Board related to County operations.
- 4) Prepares and manages Board agenda and Board meeting functions and provides other staff support for the Board.
- 5) Provides intergovernmental relations staff functions for the Board.
- 6) Other duties as assigned by majority vote or Board Order.

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ESSENTIAL DUTIES AND RESPONSIBILITIES: (cont.)

Oversight of County Departments

- 7) Coordinates the activities of all other appointed and Elected Departments, devising ways and means whereby efficiency and becoming more cost effective may be secured in the operation of all offices and departments. However, the County Director shall exercise no authority over the actions of elected County officials.
- 8) Plans, directs and evaluates and modifies as needed internal management systems and procedures.
- 9) Prepares administrative regulations and policies to carry out the efficient operation of the County.
- 10) Serves as the Department Director of the Community Development Department and is responsible for directing work to Department staff and ensuring efficiency, continuity of operations, and compliance with state law.

Personnel Management

- 11) Directs the activities of all County appointed administrative departments. In coordination with the Board of Commissioners, selects, appoints, supervises, disciplines or dismisses County staff, however the County Director has no such power over the departments of Elected Officials and County Counsel. These personnel duties include:
 - (i) Recruitment, appointment, corrective action and dismissal of non-elected Department Directors. Before taking final action on appointment or dismissal of Department Directors or any County staff, the Director shall obtain Board approval.
 - (ii) Preparation and execution of annual Department Director performance evaluations.
 - (iii) Setting and adjusting salaries of administrative Department Directors in annual merit adjustments within the ranges approved by the Board.
 - (iv) Acting as the County Personnel Officer, directs and manages employee relations and labor relations matters.

Finance Management

- 12) In cooperation with the County Accountant, oversees the County Budget Officer who is responsible for the preparation and recommendation of the annual budget and compensation plan.

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ESSENTIAL DUTIES AND RESPONSIBILITIES: (cont.)

Finance Management (cont.)

- 13) Administers the budget as adopted by the Board.
- 14) Oversees the management of the County Budget.
- 15) Prepares and administers the management and employee compensation and benefits plan.

Community Liaison

- 16) Performs community relations functions that includes internal publications, external communications, media liaison, community organization liaison, advisory committee liaison, citizen assistance, information center, publication coordination and graphics support services, website management.

Management of Specialized Functions

- 17) Community Development - Oversees the County Community Development Department functions.
- 18) Contracts and Grants – Seeks, executes and administers contracts and grants as per Board Order or Ordinance.
- 19) Risk Management - Administers the risk management program for the County.
- 20) Property Management - Directs the use, operation, maintenance, control and custody of all County and district property, buildings, works and improvements.

QUALIFICATION REQUIREMENTS

Considerable Knowledge and skill in:

- Principles, methods and techniques of public policy and decision making.
- Budget preparation and execution.
- Personnel Management.
- Collaborative and participatory individual and group management techniques.
- Government funding sources and financing methodology and management.
- Labor relations and collective bargaining procedures and practices.
- Mediation, negotiation and public relations.
- Contract preparation and management.
- Succinct but thorough verbal and written communication.
- Supervising, training and evaluating staff.

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QUALIFICATION REQUIREMENTS (cont.)

- Computers and software applications
- Policy and Program Analysis.
- Community Development, including Planning, Parks and Economic Development.

Ability to:

- Speak comfortably in public and address complex topics in an understandable and efficient manner.
- Function professionally, promptly and with good judgment under pressure or in confrontational situations.
- Establish and maintain positive and effective relationships with elected officials, subordinates, other agencies, the public consultants, businesses, the public and the media.
- Maintain confidentiality.
- Think and develop creative solutions within the context of County regulations and procedures.
- Interpret codes and statutes relative to county governance and community development.

REQUIRED EDUCATION AND/OR EXPERIENCE:

Bachelor's degree in Economics, Business Administration, Public Administration or relevant field from an accredited college or university; a Master's degree is preferred. A minimum of ten years of progressively responsible experience in public or business administration or management is required.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

Visual/hearing ability sufficient to comprehend written/verbal communications; ordinary ambulatory ability to move to various locations; hand-arm coordination to operate a computer keyboard; ability to lift up to 30 pounds occasionally.

Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

WORK ENVIRONMENT:

Work is performed in an office environment; work is generally sedentary and requires hearing voice conversation and keyboarding.

Overnight travel may be required; must be able to drive sometimes at night and in adverse weather conditions.