

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

In the Matter of an Order Adopting a)
Position Description for an Existing)
Position)
(Director of County Operations))
)

ORDER NO. 23255

WHEREAS, the Board of Commissioners is in agreement that the attached position description be adopted for the following position:

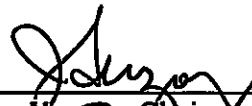
Director of County Operations
Position Title

BB
Range

NOW, THEREFORE, IT IS HEREBY ORDERED THAT the above stated recommendation be in effect as of April 19, 2023. This description replaces any previous description approved for this position.

DATED this 19th day of April, 2023.

**BOARD OF CURRY COUNTY
COMMISSIONERS**

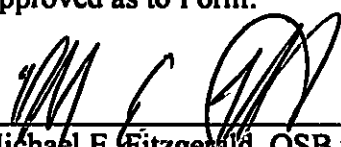


John Herzog, Chair



Brad Alcorn, Vice Chair

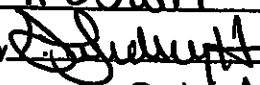
Approved as to Form:



Michael E. Fitzgerald, OSB # 192939
Curry County Legal Counsel



Jay Frost, Commissioner

CJ 2023-135
Curry County Clerk, Shelley Denney
Filed Date 5 / 9 / 2023
Time 11:25 am
Deputy 
S. Lindsey Harris

**CURRY COUNTY
JOB DESCRIPTION**

JOB TITLE: Director of County Operations

EXEMPT: Yes

SALARY LEVEL: BB

SUPERVISOR: Board of Commissioners

PREPARED BY: Board of Commissioners

April 2023

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.

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.

Service to the Board of Commissioners

- 2) Participates in all Board meetings and keeps the Board informed of pertinent matters related to the operations and management of the County; provides intergovernmental relations staff functions for the Board. In coordination with BOC Office Staff, prepares and manages the Board agenda and Board meeting functions; provides other staff support for the Board.
- 3) Prepares short and long term plans, an annual report and any other report requested by the Board related to County operations.
- 4) Other duties as assigned by majority vote or Board Order.
- 5) Acts as community liaison and performs community relations functions that include internal publications, external communications, media liaison duties, community organization liaison duties, advisory committee liaison duties, citizen assistance, information center and publication coordination.

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ESSENTIAL DUTIES AND RESPONSIBILITIES: (cont.)

Oversight of County Departments

- 6) Coordinates the activities of all 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. The County Director shall exercise no authority over the actions of elected County officials.
- 7) Plans, directs, evaluates and modifies as needed internal management systems and procedures; prepares administrative regulations and policies to carry out the efficient operation of the County.
- 8) Serves as the Department Head/Director of the Community Development Department and is responsible for directing work, ensuring efficiency, continuity of operations, and maintaining compliance with state law.
- 9) Serves as the Contract Administrator and point of contact for Information Technology (IT) services.

Personnel and Finance Management

- 10) 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.
- 11) In coordination with the County Budget Officer, administers and oversees the management of the County Budget as adopted by the Board.
- 12) In cooperation with the Human Resources Coordinator, prepares and administers the management and employee compensation and benefits plan.

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ESSENTIAL DUTIES AND RESPONSIBILITIES: (cont.)

Management of Specialized Functions

- 13) Contracts and Grants – Seeks and oversees execution of contracts and grants as per Board Order or Ordinance.
- 14) Risk Management - Administers the risk management program for the County.
- 15) 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.
- 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.
- Develop creative solutions within the context of County regulations and procedures.
- Interpret codes and statutes relative to county governance and community development.

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QUALIFICATION REQUIREMENTS (cont.)

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

WORK ENVIRONMENT:

Work is performed in an office environment.

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