

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

**IN THE MATTER OF ADOPTING A
POSITION DESCRIPTION FOR AN
EXISTING POSITION**

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ORDER NO: 23047

WHEREAS, it is the recommendation of Wendy Lang, Juvenile Director, that the attached position description be adopted for the following position:

Operations Manager.
Position Title

G
Range

WHEREAS, the Board of Commissioners of Curry County, a political subdivision of the State of Oregon, is in agreement with the above stated recommendation;

NOW, THEREFORE, IT IS HEREBY ORDERED that the above stated recommendation be in effect as of March 2, 2022. This description replaces any previous description approved for this position.

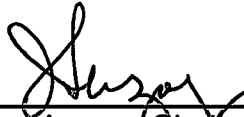
Dated this 2nd day of March, 2022.

CURRY COUNTY BOARD OF COMMISSIONERS

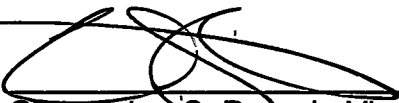
Approved as to form:



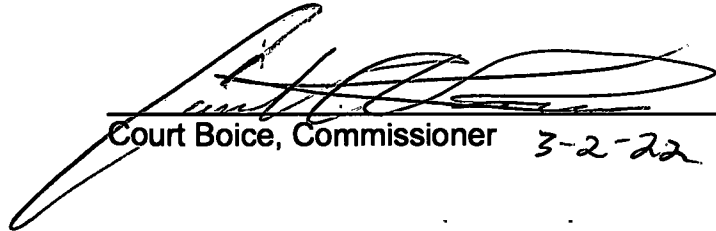
Anthony Pope
Curry County Legal Counsel



John Herzog, Chair



Christopher S. Paasch, Vice Chair



Court Boice, Commissioner 3-2-22

**CURRY COUNTY
JOB DESCRIPTION**

JOB TITLE: Operations Manager - Juvenile

EXEMPT: No
SALARY LEVEL: G
SUPERVISOR: Juvenile Department Director
PREPARED BY: Juvenile Department Director

February 2022

POSITION SUMMARY:

Serves as the Operations Manager in the Juvenile Department with responsibilities that include: 1) providing technical office management handling of highly sensitive and confidential information for the director, probation officers, victims advocate, community service supervisor and others; 2) supervising grant accounting functions, providing oversight and technical assistance to the grant program staff and submitting required reports; 3) making business decisions on behalf of the department; 4) performing highly responsible and advanced secretarial duties; 5) providing On-Call duties as needed and scheduled by the Juvenile Director; and 6) serve as the department's Juvenile Justice Information Systems Report Analysis (JJIS). Assignments are performed under general supervision of the Juvenile Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Duties assigned to this classification include, but are not limited to the following:

1. Assumes sole responsibility for managing the office and all administrative duties.
2. Researches, prepares, and composes letters, reports, notifications, documents, memos, and other materials of an important or confidential nature on own initiative or from brief instructions or notes.
3. Serves as the Juvenile Justice Information System (JJIS) Report Analysis and Security Manager. Updates, maintains, and stays trained in the JJIS system and reports.
4. Types confidential material for the department including legal correspondence to the Court, District Attorney's Office, law enforcement and defense attorneys.
5. Handles New Employee and Exit Employee task list.
6. Maintains department accounts; completes expenditure reports; keeps payroll records, receipts and records of revenue and disbursements; computes vacation leave, sick leave and compensatory time for all personnel.

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ESSENTIAL DUTIES AND RESPONSIBILITIES: (continued)

7. Assist with budget and grant preparation; provides cost analysis, statistical and financial data for programs; and assists with evaluation and interpretation of data.
8. Assist in scheduling appointments for Juvenile Director and arranges and coordinates meetings, reservations, and travel, when necessary.
9. Responsible for monitoring expenditures to assure compliance with office supply budgeted funds. Maintains office inventory and purchases office supplies and equipment, as necessary.
10. Screens incoming calls, mail, personal visits, problems, and other matters, evaluating relative importance of each. Independently responds to routine matters. Researches and assembles required information for response as necessary to all public inquires and complaints.
11. Prepares and maintains the department calendar, on-call calendar, out-of-office calendar, court calendar, and reports conflicts and gaps to the Juvenile Director for review and direction.
12. Monitors grant revenue, expenditure, and reports to ensure compliance.
13. Provides on-call services, as assigned by the Juvenile Director, to assist police or other agencies in responding to the needs of juveniles; authorizes placement and removal of supervised youth in detention in accordance with state law and departmental policy and procedures; and arranges for youth transports, as needed.

ADDITIONAL DUTIES AND RESPONSIBILITIES FOR PARKS ADMINISTRATION:

1. Responsible for managing reservations of Curry County Parks. Oversee both on-line reservation systems and direct correspondence reservations with knowledge of reservation procedures. Keep accurate and complete reservation history and aware and responsible for updates. Maintain parks calendar in Outlook and Website.
2. Responsible for managing the financial requirements of Curry County Parks, to include but not limited to; daily deposits, balancing of three income source accounts, accountable for accuracy of large sums of cash, credit card processing, claim for payment, turnovers, refunds, billings, advanced reservation deposits and park permits.

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3. Responsible for managing the daily Curry County Parks Administration duties to include but not limited to; update website, social media, printed matter and other forms of advertisement. Monitor phone, email, mail and other correspondence for reservations and information and ensure annual permits, licensing, and contracts for parks operation are completed. Maintains complete and accurate files for reservations, finance, and administrative correspondence.
4. All Curry County Parks duties are done under the supervision of the Curry County Juvenile Director.

SUPERVISORY RESPONSIBILITIES:

Administers departmental grants and oversees grant-supported staff to ensure they are following criteria, budgeting within the guidelines, and reporting as needed.

DESIRABLE QUALIFICATIONS AND REQUIREMENTS:

Knowledge, abilities and skills required of a senior administrative assistant related to County operations, including bookkeeping and payroll.

Requires thorough knowledge of grant administration, office management, supervisory principles, and practices as well as a full understanding of the use of Microsoft Office, Word, Excel, Publisher, and Outlook. Applicant will have experience with the use and maintenance of office equipment, computers, copiers, phones, and social media as well as budgets, bookkeeping, and filing.

Ability to make decisions independently in accordance with established policies and to use initiative and judgment in carrying out responsibilities with minimal instruction and guidance; ability to independently investigate assigned problems, determining method of research as well as data and information requirements; ability to communicate effectively both oral and written; manage time efficiently; maintain confidentiality; proof legal documents; and meet deadlines.

EDUCATION AND/OR EXPERIENCE:

Associates or Bachelor's degree in public or business administration, psychology, or social science. Three years experience in office and business management, or over five years' experience in office management work, or any equivalent combination of training and experience.

Experience in reservations to include financial, on-line, and direct services. Experience in promotion and marketing tourism, and networking with tourism agencies.

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PHYSICAL DEMANDS AND WORK ENVIRONMENT:

Inside work is performed in an office environment, on occasion attendance at meetings outside the organization, or at functions requiring presentations. Weekly travel is required and therefore must have a valid Oregon driver license.

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