



JOB DESCRIPTION

Title	County Manager	Created	Nov. 2008
Department	County Manager's Office	Revised	
Job Class	Contract	Safety Sensitive	No
Labor Union	Unrepresented	FLSA	Exempt

Purpose

Under the direction of the Board of Commissioners serves as administrative head of county government. Executes all administrative tasks of the Board of Commissioners. Plans and directs all county functions through subordinate department heads including financial and personnel activities of the county. Assists the Board of Commissioners with policy decisions and their implementation.

The County Manager is the administrative executive of Clatsop County government responsible to the Board of Commissioners for the proper administration of the county and for carrying out the policies established by the board. The County Manager is responsible for ensuring business activities of the county are conducted in accordance with the Clatsop County Home Rule Charter. In addition, the department is responsible for providing staff support and policy advice to the Board of Commissioners, directing departments regarding matters of concern to other agencies and the public, providing liaison between departments and the Board of Commissioners, preparing Board of Commissioners meeting agendas, performing organizational and other special studies, and for providing information to the public. The County Manager acts as the county's budget officer with responsibility for preparing, implementing and monitoring the county's annual budget in accordance with the Board's budget policies and Oregon Local Budget Law.

Essential Functions

- Plan and direct all county departments and agencies in the provision of services to county residents. Research, analyze, and prepare reports of county functions.
- Formulate and recommend new and revised policies and operating procedures for approval by the Board of Commissioners.
- Prepare agenda for county commission meetings. Schedule decisions, review documents submitted for completeness and clarity. Attend meetings and present oral reports. Respond to questions in order to assist the commission in reaching decisions in the best interest of the county.
- Direct and coordinate employee and labor relation functions of the county. Direct preparations for collective bargaining; evaluate, direct and participate in programs and activities to strengthen employee-employer relationships. Interpret collective bargaining agreement and participate in grievance resolution.



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- Serve as the county budget officer. Ensure submission of departmental budgets and consolidation of county budget for presentation to the budget committee. Make appropriate recommendations to the budget committee regarding use of available resources. Review monthly financial reports to determine compliance to performance plan.
- Hire and supervise all department heads and evaluate their performance in a timely manner. Represent the county and Board of Commissioners to media, citizens and local organizations and groups regarding desires, questions, suggestions and complaints about county services.
- Assist the Board of County Commissioners in the development of long-range goals for county services and finances. Ensure development of individual department plans to implement county goals and objectives. Conduct necessary analyses to evaluate county performance.
- Follow all safety rules and procedures established for work areas.
- Maintain files and records in support of position responsibilities. Maintain work area in a clean, professional and orderly manner.

Mandatory Qualifications

A Bachelor's degree in local government disciplines or related fields from an accredited university or college. Seven or more years of progressively responsible experience with a combination of public and private sector experience desirable or an equivalent combination of education and experience.

Must have broad knowledge of general management field, particularly in the public sector, including such areas as policy development, budget, labor negotiations, public relations, etc. Proven administrative abilities with a professional demeanor; ability to lead organizational planning. Excellent oral, written and presentation communication skills are essential.

A solid background in municipal finance, including the ability to read and write concise financial reports. Ability to manage county departments in order to achieve programs and policies articulated by our Board. Provide leadership that encourages initiative, innovation and flexibility to meet changing public needs. Must possess leadership in public relations and development of "community partnerships". Ability to promote effective and positive intergovernmental relations. Proven experience in privatization of services.

Desired Qualifications

A graduate degree in Business or Public Administration and experience in Oregon's land use laws is highly desirable.



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Physical Demands

Physical demands for the position are minimal involving the movement of files, books, equipment, etc., seldom exceeding 20 pounds.

Working Conditions

Typical working office conditions.

Supervisory Responsibility

Directly supervise between 12 and 15 regular employees. Indirectly responsible for supervising and leading between 200 to 250 regular full and part-time employees.

THE ABOVE DESCRIPTION COVERS THE MOST SIGNIFICANT DUTIES PERFORMED BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, THE INCLUSION OF WHICH WOULD BE IN CONFORMITY WITH THE FACTOR DEGREES ASSIGNED TO THIS JOB.