

# LINN COUNTY CLASSIFICATION

**TITLE: JUVENILE DEPARTMENT OFFICE/FINANCIAL MANAGER**

**NUMBER: 050**

**APPROVAL ORDER NUMBER: 2024-104**

**PAY RANGE: 22**

**DATE: MARCH 26, 2024**

**CATEGORY: MANAGEMENT/EXEMPT**

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Office and Financial Manager for the Juvenile Department and Administrative Assistant to the Director. Responsible for preparing, maintaining and projecting the department's budget in conjunction with the Director. Responsible for following standard accounting processes, business support functions, grant management, contracting and related reporting requirements. Manages the Juvenile Justice Information System (JJIS); supervises clerical/administrative staff and manages office/personnel procedures and policies. Coordinates activities as directed within the department and with other County offices and public agencies.

SUPERVISION RECEIVED: Works under the supervision of the Juvenile Department Director and Deputy Director.

SUPERVISION EXERCISED: Exercises direct supervision over assigned department Office Specialists I, II and III within the probation/community programs. Provides assistance to the Detention Manager in supervising the Office Specialists housed within the Detention Center.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for and remain in this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Develops the annual budget proposal for the department. Assists in assessing equipment, materials and services needed; program requests and grant requests for the proposed budget. Assists Director with budget justifications and presentations, projects revenues and expenditures and provides guidance for implementation of the budget.
2. Works as a member of the department management team to resolve a wide-variety of issues. Provides resources and support to Program Managers as applicable in the development and implementation of departmental goals and objectives including budget development, analysis, trending data/reports and workflow. Promotes excellence in customer service; is adept at achieving positive morale and a high degree of teamwork. Demonstrates sensitivity to cultural and economic diversity with both staff and clients.
3. Implements and monitors budget during the fiscal year and recommends budget adjustments when necessary. Provides consultation to the Director on fiscal management and planning. Manages unified billing activities across the department.
4. Develops and/or maintains and monitors financial systems for cost accounting, revenues and expenditures versus the adopted budget, charge codes, fee schedules, accounts payable/receivable, credit card program, program budgets, grant

revenue/expenditures and the capital budget. Assures compliance with federal, state and county reporting requirements and generally accepted public accounting principles. Analyzes workflow for efficiency, accuracy and security of data management. Uses iFAS/One Solution, Microsoft Suite of Products such as Adobe, Excel and Business Information System (BIS) Data Analytics to develop reports and graphs for presentations and reports showing trends. Manage new or existing technical systems.

5. Maintains personnel files and prepares Personnel Action Forms. Works with Program Managers to ensure timely evaluation reporting for all staff. Administers family medical leave and Oregon family leave. Works with the Director regarding personnel issues related to leave and ADA accommodations. Monitors data related to leave and ensures proper application of federal and state laws.
6. Interviews, selects and provides training of new clerical staff. Supervises, assigns and evaluates work performance and provides counseling, coaching and discipline when appropriate. Provides administrative/financial advice to other departmental staff in the absences of their managers or the Director. Responds to grievances and recommends personnel transactions to the Director and/or Deputy Director.
7. Assists the Director in evaluating department operations, personnel matters, employee benefit related matters and compensation, strategic planning, system analysis and improvement. Maintains personnel files and personnel system for all department employees with evaluation due dates, longevity and merit increases.
8. Conducts special studies for feasibility of establishing new procedures; assembles data and prepares regular and periodic reports pertaining to the work of the department. Performs administrative work for the Director. Develops, reviews and ensures the application of policies and procedures for efficient business operations. Maintains compliance with all federal and state requirements. Maintains department operating manuals in accordance with department and County policy.
9. Manages employee rights and authorizations within JJIS; manages and updates the department website, troubleshoots software, hardware and technical systems and facilitates resolution of information technology needs. Tracks and maintains computer systems hardware information for efficient rotation of IT computers and peripherals.
10. Assists in the preparation of grant proposals; develops, implements and maintains systems for program funding/fiscal records and reports and responsible for preparation of reimbursement requests from federal and state funding programs. Assures sound document, contract and grant management activities within the federal, state and county regulations, guidelines and protocols. Develops and processes contracts, monitors contracted expenditures and revenues and develops and monitors financial reports to ensure accurate accounting for contracts and grants.
11. Answers questions of pertinent laws and departmental regulations to the public in-person and through correspondence regarding juvenile records. Demonstrates sensitivity to cultural and economic diversity in interactions with staff, clients and agency partners.

12. Develop and maintain effective, harmonious and reasonable work relationships with others.
13. Maintain regular and predictable work attendance.

OTHER FUNCTIONS: This classification covers the most significant essential functions performed by an employee in this position but it does not include other occasional work which may be similar to, related to or a logical assignment of this position. Any one position in this classification may be assigned some or all of the duties listed under essential functions or that arise as other functions. The balance of the various duties, responsibilities and/or assignments of this position may change from time to time based upon management's decisions on how to best allocate resources. Any shift, emphasis or rebalancing does not constitute a change in the essential functions of the job classification.

RECRUITING REQUIREMENTS: (Additional specific details may be provided by the specific office or department job announcement, if applicable).

KNOWLEDGE, SKILL AND ABILITY: Thorough knowledge of principles of office management; thorough knowledge of business English, composition, spelling and punctuation; critical thinking skills and well-rounded communication skills in writing, verbal and listening. Considerable knowledge of juvenile department programs, practices and procedures; thorough knowledge and familiarity with local government budget and accounting procedures and practices and skills in maintaining effective public relations.

Ability to keep records and prepare reports and findings; ability to perform complex assignments without close supervision; ability to plan, organize and effectively supervise the work of subordinates; ability to conduct independent studies and manage technical programs to evaluate data and to prepare clear and concise reports; ability to establish and maintain harmonious working relationships with other employees and with the public; ability to promote positive morale and teambuilding.

Thorough knowledge of necessary technical software and demonstrates proficiency in working with computer software such as Excel, MS Office Suite of Products and Outlook; fiscal, project and contract management applications; Crystal Reports and Juvenile Justice Information System (JJIS) SAP Data Analytics and the statewide JJIS system.

EXPERIENCE, EDUCATION AND TRAINING: Bachelor's degree with major coursework in or related to office or financial management, business or accounting or any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work desired. Six years of progressively responsible experience in administrative, fiscal or legal office management practices and supervisory and functional leadership and personnel management.

NECESSARY SPECIAL QUALIFICATIONS: Possession of a valid motor vehicle operator's license and an acceptable driving record and maintain an acceptable driving record throughout the course of employment. Driving is required for County business on a regular basis to accomplish work.

PRE-EMPLOYMENT REQUIREMENTS: Must successfully pass an extensive background investigation including national finger print records check and must pass a pre-employment drug test.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is generally performed indoors in an office environment and is essentially sedentary in nature. Work requirements include the ability to sit and move about; see, talk and hear; use hands to finger; handle or operate objects or controls; reach with hands and arms and lift or move thirty (30) pounds.