

# **LINN COUNTY CLASSIFICATION**

**TITLE: ADMINISTRATIVE OFFICER**  
**NUMBER: 85**  
**PAY RANGE: 34**  
**CATEGORY: MANAGEMENT/EXEMPT**

**APPROVAL ORDER**  
**NUMBER: 2007-815**  
**DATE: October 24, 2007**

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Perform responsible administrative work and leadership in assisting the Board of County Commissioners in the planning, direction, supervision and coordination of the operations of the county government; supervise central management and service programs; supervise development of County Budget; represent the Board of County Commissioners in contract negotiations and at various meetings; conduct specific research projects and prepare reports and recommendations.

SUPERVISION RECEIVED: Works under the general direction of the Board of County Commissioners who provide administrative direction and review work for results obtained.

SUPERVISION EXERCISED: Exercises supervision of subordinate personnel and processes as assigned by the Board of County Commissioners; participates in the selection of new personnel; assigns duties, provides training, schedules leaves of absence, resolves grievances, evaluates performance and recommends personnel transactions.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for and to 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. Perform administrative work and leadership in planning, directing, supervising and coordinating operations of county government under authority of County Commissioners to include working closely with individual elected officials and department heads. Assist in the development of agenda for Board of Commissioners' meetings and attend meetings as needed.
2. Manage and supervise support and direct service departments including information technology services, accounting, budget, general services, veteran's services, law library, printing, geographic information systems and the clerical staff in office of Board of Commissioners.
3. Perform in the role of human resources director for the county providing counsel and decisions as needed based on the personnel policy and bargaining agreements. Conduct labor negotiations on behalf of the county and serve as hearings officer for personnel grievances. Coordinate evaluations of department heads under Board of Commissioners. Develop and administer Equal Employment Opportunity (EEO) plans and evaluates departmental compliance.
4. Administer all aspects of county risk management and insurance programs including liability, property, workers' compensation, employee benefits (medical, dental, life insurance, etc.) and unemployment insurance. Develop and administer county-wide safety program; monitor workers' compensation claims and work with department heads and elected officials to solve safety related problems.

5. Perform in the role of budget director for the county providing financial counsel and decisions based on the direction of the Board of Commissioners and the adopted budget. Provide assistance and direction to the budget officer during the budget development process.
6. Administer and monitor county contracting and purchasing activities; coordinate all capital outlay purchase requests for departments under Board of Commissioners; supervise fixed assets inventory control. Manage county telephone and information systems. Administer county records management program for departments under Board of Commissioners.
7. Develop and monitor the county's employee development and training activities with the goal of improving performance with enhanced communication and expanded knowledge and skills; consult with department heads on individual training needs.
8. Represent the county at various meetings and serve on committees at both the local and state-wide levels as directed by the Board of Commissioners. Duties include acting as the public information officer for the Board of Commissioners and the prime contact person for the county's lobbying firms.
9. Serve as management analyst to Board of Commissioners; work directly with elected officials and department heads to solve specific problems identified by the Board of Commissioners. Serve as interim manager or administrator of specific functions or departments to assist the Board in solving management problems. Coordinate special projects (master facilities plan development, classification and compensation plan development) at direction of Board of Commissioners.
10. Carry out any other assignments as directed by the Board of Commissioners.
11. Develop and maintain effective, harmonious and reasonable work relationships with others.
12. Maintain regular and predictable work attendance.

OTHER FUNCTIONS:

13. 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.

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 county government organization, powers and functions and relationships with other governmental jurisdictions. Thorough knowledge of the principles and practices of public administration, particularly as they apply to the management of diversified county governmental services. Thorough knowledge of the principles and practices

of public budgeting, accounting, financing, reporting and personnel management. Considerable knowledge of various research methods and problem solving techniques. Considerable knowledge of county programs and processes; i.e., union negotiations, insurance programs, safety and management training, EEO, etc.

Ability to plan, organize and conduct research studies. Ability to communicate effectively, both orally and in writing. Ability to analyze problems and prepare clear and concise reports on possible solutions. Ability to analyze and prepare budgets. Ability to understand and analyze financial reports and the accounting systems which generate them. Ability to make public presentations before diverse groups. Ability to supervise the work of assigned personnel and programs. Ability to establish and maintain effective working relationships with the Board of County Commissioners, department heads, elected officials, employees, officials from other agencies and the general public.

EXPERIENCE, EDUCATION AND TRAINING: Five years of professional, progressively responsible experience in an administrative, managerial or supervisory capacity which included experience in budget preparation, accounting, personnel administration, data processing and program development, implementation and management. Graduation from a four-year college or university with a Bachelor's Degree in business administration or related field, preferably supplemented by a Master's Degree in business or public administration or related field; or any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described.

NECESSARY SPECIAL QUALIFICATIONS: Possession of a valid motor vehicle operator's license and an acceptable driving record at the time of appointment may be a condition of employment.

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