



**COLUMBIA COUNTY, OREGON**  
**JOB TITLE: BOARD OFFICE ADMINISTRATOR**  
**DATE: OCTOBER 1, 2023**

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| <b>EXEMPT (Y/N):</b> | Yes                           | <b>CLASSIFICATION:</b> | CSC Exempt |
| <b>DEPARTMENT:</b>   | Board of County Commissioners | <b>JOB CODE:</b>       | P0091      |
| <b>SUPERVISOR:</b>   | Board of County Commissioners | <b>SALARY RANGE:</b>   | E04        |
| <b>UNION (Y/N):</b>  | No                            | <b>LOCAL:</b>          | N/A        |

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**GENERAL STATEMENT OF DUTIES:** Plan, coordinate, supervise, and direct the activities of the Board of County Commissioner's Office. Provide administrative support to the Board of County Commissioners, with responsibility for the management and oversight of the daily administrative operations of the Board's Office.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other related duties may be assigned.

Provide administrative support to the Board of County Commissioners, to include extensive contact/interaction with the public, agencies, businesses, and other county departments acting diplomatically as a representative of the Commissioners. Organize all aspects of the Board's office, calendars, contacts, and meetings to ensure a smooth and efficient operation. Author correspondence, memos, reports, and other documents.

Perform all duties as required by the position of the Public Records Custodian, by responding to or overseeing requests for public information, to include, sole contact with the public requesting public records; determine and contact appropriate departments for requested information and cost estimate; monitor timely response; coordinate with Counsel's Office for determination of exempt records; on-going communication with requestor; prepare records for inspection or copying; monitor inspection of documents; prepare invoices and ensure payment; prepare denials of public records request when warranted; work to ensure satisfactory and timely response to request. Process records for release for subpoenas upon review from County Counsel. Attend court on behalf of the county when needed.

Coordinate and prepare board meeting agendas through contact with various departments and other agencies and ensure final agendas are posted on the county website. Work with County Counsel's Office to ensure legal review of all documents before Board approval. Attend board meetings, prepare minutes and once approved, post on the county website and distribute.

Meet with new department heads, managers, and/or supervisors for new employee on-boarding. Review the Board of County Commissioners office processes including agendas, meetings, communication, and other items to be shared with the Board.

Obtain appropriate signatures on all approved documents and scan for proper retention and disbursal to appropriate departments/agencies. Monitor all documents in tracking system to ensure return and proper recording.

Coordinate schedules, events, travel arrangements, conference registrations, and prepare informational packets as needed for each County Commissioner.

In accordance with statute, organize, stamp, and index all documents approved by the Board for filing in the Commissioners' Journal held by the County Clerk.



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In accordance with statute, send monthly procedures to all required, publish notice in newspaper and post on county bulletin boards and the website.

Process Social Gaming Licenses and OLCC Liquor license applications renewals, new ownerships, changes, and schedule for Board action and report to the State of Oregon.

Provide administrative support to the Jail Operating Advisory Committee and Columbia County Museum Commission; organize aspects of contacts and meetings to ensure a smooth and efficient operation; author correspondence, memos, reports, and other documents. Oversee Columbia County Volunteer Events Committee and authorize expenditures for events.

Provide administrative support to the Columbia County Lands-Gas & Oil Administrator and oversee the committee; organize aspects of contacts and meetings to ensure a smooth and efficient operation; author correspondence, memos, reports, and other documents. Work with the Lands committee to determine disposition of each property, and through the purchase and sale process. Work with cities utility departments and electrical companies to disconnect or authorize connection of utilities. Notify railroad when required. Comply with the city's code enforcement violations and abatements. Maintain the county's surplus property website and program. Work with staff from various county departments regarding surplus properties.

Oversee and maintain gas and oil leases annual rent, impact fees, and monthly royalty payments.

Oversee and maintain records for Yacht's Landing Marina, Waterway Lease through the Oregon Department of State Lands. Maintain records for Yacht's Landing Marina annual rent and administration fees to the county.

Maintain record of all county committees appointed by the Board of County Commissioners, including names and contact information of members. Monitor terms of office and, as necessary, seek committee recommendations, advertise for vacancies, schedule applicant interviews with the Board, and ensure appointments/reappointments are scheduled for approval.

Select and obtain Board approval for annual employee appreciation gifts. Organize annual holiday party and purchase employee gifts.

Schedule and attend all public hearings before the Board, including those held in the evening, and as set by statute, prepare all hearing notices for publication and mailing, to include the outline of appropriate criteria to be met in land use matters, prepare hearing packets for the Board, updating as necessary. Ensure that the Notice of Final Decision is prepared and mailed to the appropriate parties within the statutory time frame. Update the Board of Commissioners' webpage on the county website as needed.

Create Land Use Board of Appeal files once an applicant appeals the Columbia County Planning Commissions decision to the Board of County Commissioners or when the Board takes jurisdiction over a land use decision. Create public notices, publications, and receive written comments by designated deadline. Post information on the county's website.

Work with the Finance Director to coordinate budget meetings, hearings, and notices. Set up and attend each budget meeting/hearing, prepare minutes, and post on the county website.



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Handle organization and payment of all claims, invoices, and individual expense accounts for the Board of County Commissioner's office.

Represent the Board of County Commissioners at designated functions, including gathering donations and contributions from various local businesses for the AOC conference; attend and act as county representative at conference event. Organize the annual "Giving Tree" each holiday season, choosing the charity and ensuring proper delivery of all donations, as well as other various county functions.

Supervise staff, including assigning and reviewing work, evaluating performance, and training. Provide recommendations on hiring and on disciplinary action when appropriate. Handle employee complaints.

Assist in the budget preparation process. Monitor fiscal operations of the department to remain within budgetary constraints.

Follow all safety rules and procedures established for work areas. Comply with all relevant county policies and procedures. Ensure departmental compliance with county policies and procedures.

Maintaining regular attendance during the assigned work schedule is an essential requirement of this position. The ability to serve and meet in person with members of the general public, co-workers, and others is required.

**SUPERVISORY RESPONSIBILITIES:** Directly supervise departmental employee(s).

- Discharge all supervisory responsibilities in accordance with the county's policies and procedures, collective bargaining agreements, and federal, state, and local laws.
- Coordinate all personnel functions with the Human Resources Department.
- Ensure each departmental employee receives written, clearly stated goals and expectations.
- Ensure that each departmental employee is held accountable for meeting those goals and expectations and take corrective action if not met.
- Conduct regular, formal and informal, evaluations of departmental employees.
- Provide training opportunities for departmental staff.

**SUPERVISION RECEIVED:** Work is performed with considerable independence and is reviewed jointly by the Board of County Commissioners through conferences, reports, and performance evaluations determining the effectiveness of programs in accomplishing county goals and objectives. This position is subject to the direction of the three-member Board of County Commissioners.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The competencies below represent the required knowledge, skills, and/or abilities. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**EDUCATION and/or EXPERIENCE:** Equivalent to a two-year degree in business, office management, bookkeeping, accounting, or a related field. Four years' of increasingly responsible experience in office management, accounting, bookkeeping, as an executive assistant, or in a related field. Any satisfactory combination of experience and training, which demonstrates the required knowledge, skills, and abilities may be substituted for the above requirements.



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**DESIRABLE QUALIFICATIONS:** Previous experience in the public sector and as a supervisor preferred. Should be self-aware in leading others and navigating challenging situations with grace and empathy. Open to diverse ideas and perspectives, willing to collaborate to find common ground.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Must possess a valid driver's license and be insurable under the county's liability policy.

**KNOWLEDGE, SKILL, AND ABILITY:** Advanced knowledge of office practices and procedures; business English, grammar, and spelling; arithmetic; record keeping procedures; bookkeeping principles and practices. Knowledge of management principles and practices of human and financial resource management.

Skill in business software and Microsoft Office products. Attention to detail is a must.

Ability to:

- Plan, implement, and evaluate department activities based on policy guidelines, regulations and laws.
- Think conceptually and quickly to get to the heart of a problem.
- Set priorities and develop realistic solutions to problems.
- Express ideas effectively, both verbally and in writing. Use sound judgment and not be afraid to take reasonable risks.
- Adapt to change or new situations and openly acknowledge and work through conflict. Accept responsibility and be able to work well with ambiguity.
- Work independently and as part of a team.
- Model positive behavior desired in others and promote collaboration and shared responsibility for departmental success. Look for opportunities for people to contribute, develop skills, take responsibility, and be trusted.
- Provide constructive feedback in a way that is sensitive to the emotions of others.
- Act in such a manner as to maintain the confidentiality of the records and issues and other matters that may be encountered.
- Develop and maintain harmonious and effective working relationships with employees, other agencies, county officials, and the general public.
- Enforce all laws, regulations, ordinances and standards consistently to ensure compliance and to protect the public's health and safety.
- Multi-task, prioritize and accomplish quickly and efficiently a large number of diverse tasks. Produce an accurate work product.
- Remain calm and use good judgement during confrontational or high-pressure situations.
- Evaluate, analyze, and understand economic development activities, human services programs, public safety programs, and other county government responsibilities based on policy guidelines, regulations, and laws.

**SPECIAL NECESSARY QUALIFICATIONS:** Must be able to pass a pre-employment background screening.



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**PHYSICAL DEMANDS:** The physical demands described here must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Minimal, involving the movement of files, books, boxes, equipment, etc., seldom exceeding 20 pounds.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

General office environment. Requires traveling throughout the county, state, and region for attendance at meetings and/or other events and attendance at evening or weekend meetings and events.

***To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.***

***Columbia County has the right to revise this job description at any time.  
This description does not represent in any way a contract of employment.***