



COLUMBIA COUNTY, OREGON

JOB TITLE: OFFICE MANAGER

DATE: APRIL 1, 2024

EXEMPT (Y/N):	Yes	CLASSIFICATION:	CSC
DEPARTMENT:	Community Justice	JOB CODE:	P0110
SUPERVISOR:	Director, Community Justice	SALARY RANGE:	E04
UNION (Y/N):	No	LOCAL:	N/A

GENERAL STATEMENT OF DUTIES: Supervise, plan, and coordinate the activities of support and temporary staff in Community Justice. Work as a member of the Community Justice leadership team. Perform a complex variety of advanced and specialized duties for the Department of Community Justice.

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

Independently supervise staff, including assigning and reviewing work as required, evaluating performance and training needs, addressing performance deficiencies or rewarding superior performance, addressing employee grievances and complaints, and making effective recommendations on hiring, promotion, discipline, and dismissal decisions. Review and approve timecards and employee time off requests.

Assist Director in the preparation of annual County department budget. Monitor fiscal operation of department and report to the Director with recommendations to remain within budgetary constraints. Assist in the preparation of annual estimated personnel, supplies, and equipment needs/costs.

Prepare various financial reports on a quarterly and annual basis, including statistical figures for budget preparation and grant reporting to state agencies. Attend state meetings related to budgets and expenditures for grants.

Prepare invoices for reimbursement and pay invoices received. Post and balance cash receipts to journals. Maintain various accounts for the department. Perform cash handling duties in accordance with the County Cash Handling Standards.

Assist in the development and implementation of policies, procedures, and office standards and practices for more efficient Department of Community Justice operations. Assist in maintaining the department website/social media with notices, events, and information. Post content to department's webpage and social media accounts.

Attend various meetings and trainings as requested to include state and local finance meetings. Prepare, publish, and post public notices.

Collect and compile data for program planning and evaluation.

Assist Director in preparation of biennial Department of Corrections Plan. Monitor fiscal operation of and compliance with the guidelines of the plan. Submit quarterly fiscal summary report to Department of Corrections.

Maintain an accurate and extensive filing system relating to department activities, training, and personnel issues.

Order supplies and equipment and keep accurate records of inventory.

Perform a wide variety of administrative support duties for the Director.



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Respond to inquiries from the public, other departments, and agencies. Explain policies and procedures.

Arrange, coordinate, and attend meetings, record matters discussed and prepare minutes. Represent the Department and the Director at meetings as required.

Receive, sort, analyze and summarize material for the preparation of reports. Relay and interpret administrative decisions, policies, and instructions.

Confer with Director regarding office activities and act as his/her representative when necessary. Perform public relations and liaison duties on behalf of the department.

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 front office departmental employees, temporary workers, and volunteers.

- 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 department Director and leadership team.
- 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 under the general direction of the Community Justice Director who provides policy, procedure, and administrative direction and reviews performance.

QUALIFICATIONS 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 four-year degree in business, office management, or related field. Five years of progressively responsible experience in office management which must include at least three years in community justice. Any satisfactory equivalent combination of experience and training, which demonstrates the required knowledge, skills, and abilities may be substituted for the above requirements.

DESIRABLE QUALIFICATIONS: Previous supervisory experience is a plus. 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.



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CERTIFICATES, LICENSES, REGISTRATIONS: Law Enforcement Data Systems certification. Must possess a valid driver's license and be insurable under the county's liability policy.

KNOWLEDGE, SKILL AND ABILITY: Considerable knowledge of bookkeeping and accounting principles and practices. Considerable knowledge of office management methods and procedures. Knowledge of criminal justice management practices and principles. Knowledge of management principles and practices of human and financial resource management.

Skill in general business software and Microsoft Office products.

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.
- Comprehend and interpret laws, rules and regulations, court rulings and other pertinent information and apply it to department policies and procedures.
- Communicate effectively with persons of various ethnic, racial, or age groups and socio-economic levels who may be hostile or abusive.
- Enforce all laws, regulations, ordinances, and standards consistently to ensure compliance and to protect the public's health and safety.
- Perform detailed work involving written or numerical data and to make arithmetical calculations rapidly and accurately.
- Prioritize and accomplish quickly and efficiently a large number of diverse tasks.

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

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.



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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 the essential functions.

General office environment. While performing the duties of this job, the employee may be required to travel outside the community to attend meetings or training. The employee may be exposed to a hostile environment when dealing with clientele and must be able to interact to diffuse offender aggression. Daily contact with adult offenders. Exposed to hazards and risks which accompany exposure to offenders under supervision. Office environment requires tact and sensitivity.

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.