



COLUMBIA COUNTY, OREGON

JOB TITLE: OFFICE MANAGER

DATE: DECEMBER 1, 2023

EXEMPT (Y/N):	Yes	CLASSIFICATION:	CSC
DEPARTMENT:	Sheriff's Office	JOB CODE:	P0109
SUPERVISOR:	Chief Deputy	SALARY RANGE:	E04
UNION (Y/N):	No	LOCAL:	N/A

GENERAL STATEMENT OF DUTIES: Supervise, plan, and coordinate the activities of Support Services for the Sheriff's Office, including support and temporary staff. Provide administrative support for the Sheriff and Command Staff.

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

Assist the Command Staff in planning and supervising department operations and special projects.

Perform administrative functions in support of the Sheriff's Office.

Prepare and issue monthly billings to agencies for county Firing Range Usage, boarding of Federal Adults in Custody, and Court and Medical transport for Federal Adults in Custody.

Maintain records, monitor contracts and expenditures, and submit claims for approval to Finance. Perform cash handling duties. Make weekly deposits, maintain, and reconcile account ledgers. Collect and compile data for program planning and evaluation.

Maintain accurate time records for Sheriff's Office employees, including volunteers and temporary employees. Prepare necessary payroll records for transmittal to Payroll. Compute overtime or compensatory time.

Maintain an accurate and extensive filing system relating to Sheriff's Office activities, training, and personnel issues.

Order supplies and equipment and keep accurate records of inventory. Assist with obtaining quotes for service contracts and prepare and track purchase orders.

Develop, recommend, and implement policies, procedures, and office standards and practices for more efficient Sheriff's Office operations.

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

Arrange, coordinate, and attend meetings, record matters discussed, and prepare minutes.

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

Confer with Command Staff regarding office activities. Perform public relations and liaison duties on behalf of the Sheriff's Office.

Serve as Support Services liaison to various county offices and departments such as Information Technology, Human Resources, Finance & Taxation, the District Attorney's Office and the Board of County Commissioners Office.



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

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

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 employees.

- 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 Chief Deputy.
- 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 Chief Deputy who provides policy, procedure, and administrative direction and reviews performance.

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, or related field. Four years' of increasingly responsible experience in office management with some experience in law enforcement. Prior supervisory experience required. Any satisfactory combination of experience and training, which demonstrates the required knowledge, skills, and abilities may be substituted for the above requirements.

DESIRABLE QUALIFICATIONS: 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: Considerable knowledge of bookkeeping and accounting principles and practices. Considerable knowledge of office management methods and procedures. Knowledge of



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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 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.
- 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. Multi-task while remaining organized and focused.
- Coach, mentor, and train employees to ensure the highest levels of performance. Remain positive especially during difficult situations.

SPECIAL NECESSARY QUALIFICATIONS: Must be able to pass a pre-employment background and drug screen.

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.



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General office environment. Occasionally required to travel outside the community to attend meetings or training. May be exposed to a hostile environment when dealing with offenders and must be able to interact to diffuse offender aggression. Daily contact with adult offenders. Exposure to hazards and risks which accompany exposure to incarcerated individuals. 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.***