

LINN COUNTY CLASSIFICATION

TITLE: JUVENILE DEPARTMENT OFFICE MANAGER

NUMBER: 050

APPROVAL ORDER NUMBER: 2016-259

PAY RANGE: 17

DATE: AUGUST 9, 2016

CATEGORY: MANAGEMENT/EXEMPT

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Office Manager for the Juvenile Department and administrative assistant to the Director. Manages the Juvenile Justice Information System (JJIS); supervises clerical/administrative staff and office and personnel procedures and policies. Coordinates activities as directed within the Department and with other County offices and public agencies. Responsible for managing financial activities and preparing the Department's proposed budget.

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

SUPERVISION EXERCISED: Exercises supervision over assigned department clerical/administrative staff.

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 budget proposal for the Department. Assists in assessing equipment, materials and services needs; program requests; and, grant requests for the proposed budget. Assists Director with budget justifications and presentations, projects revenues and expenditures; provides guidance for implementation of the budget.
2. Develop and/or maintain and monitor financial systems for cost accounting, revenues and expenditures vs. the adopted budget, charge codes, fee schedules, accounts payable/receivable, the 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, Excel and Crystal Reports to develop reports and graphs for presentations and reports showing trends. Manage new or existing technical systems.
3. Interview, select and provide training of new clerical staff. Supervise, assign and evaluate work performance, provide counseling, coaching and discipline when appropriate. Provide administrative/financial advice to other departmental staff in the absences of their managers or Director.
4. Assist the Director to evaluate department operations, personnel matters, employee benefit related matters and compensation, strategic planning, system analysis and improvement. Maintains personnel files; prepares personnel action forms, provide all new employees an orientation regarding County benefits packages and selection process, maintains personnel system for all Department employees with evaluation due dates, longevity and merit increases.

5. Works as a member of the Department management team to resolve a wide-variety of issues including technical systems, personnel and performance. Provides resources to and support to the Director and supervisors as necessary. Assist with and works on special projects as assigned. Conducts special studies of the feasibility of establishing new procedures; assemble data and prepare regular and periodic reports pertaining to the work of the Department. Perform administrative work for the Director.
6. Manage employee rights and authorizations with JJIS, manage and update the Department website, troubleshoot software, hardware and technical systems and facilitate resolution of information technology needs.
7. Assist in the preparation of grant proposals, develops, implements and maintains systems for program funding/fiscal records and reports, responsible for preparation of reimbursement requests from State and Federal funding programs. Assures sound document, contract and grant management activities within the County, Federal and State regulations, guidelines and protocols. Develop and process contracts, monitor contracted expenditures and revenue, develop and monitor financial reports to ensure accurate accounting for contracts and grants.
8. Answer 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. Promotes customer service.
9. Develop and maintain effective, harmonious and reasonable work relationships with others.
10. 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 (written/verbal/listening) skills. Considerable knowledge of juvenile department programs, practices and procedures; thorough knowledge and familiarity with local government budget and accounting procedures and practices; skill 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.

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; supervisory and functional leadership and personnel management.

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. Demonstrates thorough knowledge of and proficiency in working with computer software such as Excel, MS Word, PowerPoint, Publisher, Outlook, fiscal, project and contract management applications; Crystal Reports and the statewide Juvenile Justice Information System (JJIS).

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; and reach with hands and arms. The work requires the ability to lift or move thirty (30) pounds.