

MANAGER

CLASS SUMMARY:

This is the first level of general management within the County. Incumbents have responsibility for developing and implementing programs and services; developing program policies and procedures; ensuring compliance with laws, rules, regulations, policies and procedures; and monitoring funds and participating in budget and resource development. Incumbents typically manage program activities through first-level supervisors and may have direct supervisory accountability of professional and support staff.

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

1. Supervises first-level supervisors to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and making hiring, termination, and disciplinary recommendations.
2. Manages the activities of an assigned unit/section within a Division, which includes planning, coordinating, administering, and evaluating programs, projects, processes, procedures, systems, standards, and/or service offerings; ensures compliance with Federal, State, and local laws, regulations, codes, and/or standards.
3. Serves as a liaison with employees and external organizations; represents the County at a variety of meetings, public events, training sessions, on committees, and/or other related events.
4. Prepares, reviews, interprets, and analyzes a variety of information, data, and reports; makes recommendations based on findings.
5. Develops and administers section budgets; approves expenditures; reviews financial statements; manages financial operations.
6. Participates in coordinating the exchange of information within the organization and with the public.
7. Assists in developing and maintaining strategic planning processes aligned with goals, measures, and outcomes; coordinates division efforts related to assigned area of responsibility.
8. Coordinates initiatives for the enhancement and improvement of service delivery.
9. Performs other duties of a similar nature or level.

LANE COUNTY
Manager (continued)

Training and Experience (positions in this class typically require):

Bachelor's Degree and five years of progressively responsible experience related to area assigned, including supervisory experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (positions in this class may require):

- Oregon Driver's License;
- Licensure or certification related to the area assigned.

Knowledge of (position requirements at entry):

- Supervisory principles;
- Managerial principles;
- Culturally competent practices;
- The role that culture plays in work relationships, operations and dynamics;
- Public administration principles and practices;
- Advanced principles and practices in assigned area of responsibility;
- Applicable Federal, State, and local laws, rules, regulations, codes, and/or statutes;
- Policy and procedure development practices;
- Research methods;
- Budget administration principles;
- Project management principles;
- Principles and practices of grant and/or contract administration.

Skills in (position requirements at entry):

- Monitoring and evaluating employees;
- Prioritizing and assigning work;
- Assisting in the direction and management of department operations;
- Preparing and presenting reports and information;
- Developing, evaluating, recommending, and implementing processes and procedures;
- Interpreting and applying Federal, State, and local laws and regulations;
- Managing change and sensitive topics;
- Solving problems;
- Adapting to rapidly changing environments;
- Creating a culturally inclusive work environment;
- Mediating and resolving conflict;
- Working effectively with clients, co-workers, employees and supervisors from diverse backgrounds;
- Gathering, interpreting and behaviorally adapting to cultural contexts;
- Communication, both verbal and written, sufficient to exchange or convey information and to receive work direction;
- Coordinating and executing multiple tasks;
- Analyzing complex information;
- Conducting research;
- Analyzing processes and making recommendations for improvement;
- Using computers and related software applications.

LANE COUNTY
Manager (continued)

Physical Requirements:

Positions in this class typically require: reaching, grasping, feeling, talking, hearing, seeing, and repetitive motions.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Incumbents may be subject to travel.

NOTE:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Classification History:

Draft prepared by Fox Lawson & Associates LLC (LM,KLR) Date: (7/06)

Classification and grades (Job Codes N2032, N2034) approved on December 13, 2006 by Lane County Board Order 06-12-13-3.

Grades (Job Codes N2030, N2031) approved on August 29, 2007 by Lane County Board Order 07-8-29-17.

Grades (Job Codes N2040, N2042) approved on May 7, 2008 by Lane County Board Order 08-5-7-12.

FLSA Status: Exempt