

## COUNTY COMMISSIONER

### GENERAL STATEMENT OF DUTIES:

Directs and coordinates as a member of the Board of County Commissioners the business of the county government as prescribed by Oregon Revised Statutes; does related work as required.

### SUPERVISION RECEIVED:

Works with responsibility directly to the electorate.

### SUPERVISION EXERCISED:

Exercises supervision over a large number of appointed, non-elective employees and department heads.

### EXAMPLES OF PRINCIPAL DUTIES:

An employee in this classification will perform any or all of the following duties. However, these examples do not include all the specific tasks which an employee may be expected to perform.

1. Serves, on a rotation basis with the other Commissioners, as Chairman of the Board of Commissioners and in this capacity presides over meeting of the board; assists in the coordination of board responsibilities.
2. Acts as a member of the County Budget Committee in the preparation of County budget; estimates and determines amount of revenue required; levies rates necessary for appropriation of funds; supervises all county financing.
3. Appoints and employs the County Engineering personnel and assists in the planning and supervision of the construction and maintenance and repair of all county roads and bridges; directs purchase of equipment and rights-of-way.
4. Appoints and employs the Director of Parks and Director of Lands and Forests and assists in the planning, supervision and construction of all County Parks, approves or disapproves purchase of land, land exchanges, land leases and timber sales, directs purchase of equipment and contracts for building and/or repairs.
5. Approves or disapproves all county purchases, payrolls, contracts, deeds, leases and acquisitions whether real or personal property with the exception of certain business transactions which are taken care of by some departments of county government pursuant to state law.
6. Appoints such county boards and commissions as Planning Commission, Dog Control Board, Fair Board, etc.
7. Supervises all county property provides for the erection, repair and usage of county buildings.
8. Establishes, vacates or alters county roads within the county.
9. Grants licenses and controls licenses as authorized by state law.

10. Directs expenditure of funds for promotion of county resources including county membership in travel, recreational and industrial organizations.
11. From time to time, meets with cities within the county, adjoining counties, state and government officials in matters of coordination, cooperation and matters of policy at various levels of government and for the purpose of agreements relating to land and water uses, cooperative projects, and matters of mutual interest; meets with school boards and various other boards and organizations in matters of local interest.
12. Appoints County Health Officer who, in turn, outlines and places in effect a health program as advocated by the State Health Division.

RECRUITING REQUIREMENTS

KNOWLEDGE, SKILL AND ABILITY:

Thorough knowledge of county government organization, powers and function and relationships with other governmental jurisdictions; thorough knowledge of the principles and practices of public administration, particularly as applied to the management of diversified county governmental services; thorough knowledge of the principles and practices of public budgeting, finance, reporting and personnel management; considerable ability and skill in establishing and maintaining cooperative and harmonious working relationships with county administrative officials and employees, representatives of business and government organizations and the general public; ability to appraise the quality of varied municipal services through inspection and review of work reports and to develop and effectively initiate improvement in management methods; ability to speak effectively before varied groups.

EXPERIENCE AND TRAINING:

(Elective Position)