

**BUSINESS OPERATIONS MANAGER
POSITION CLASSIFICATION**

GENERAL STATEMENT OF DUTIES:

To integrate and direct the fiscal and business operations of the Department. Primary assistant to Department Head in development, administration, and evaluation of all Juvenile Department programs.

SUPERVISION RECEIVED:

Works under the direct supervision of the Director for Juvenile Department.

SUPERVISION EXERCISED:

Will act as liaison with all Juvenile Department employees and with other agencies. Will provide direction to employees of the department in the absence of, or as directed by, the Director. Responsible for supervision of support staff in the Department's main office.

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 of the specific tasks which an employee may be expected to perform.

1. Integrates the financial operations, and quality assurance for the Department.
2. Completes fiscal analysis for project proposals and serves as implementation manager for new projects.
3. Insures business/financial operations are in compliance with county, state and federal requirements, and general Accounting Principles.
4. Directs preparation of Department budget, review budget proposals, and prepares necessary supporting documentation and justification. Review expenditures on a regular basis and prepares any budget reports that are necessary.
5. Prepares reports, which summarize and forecast financials position in areas of income, expenses, and earnings based on past, present, and expected operations. Provides management with timely reports which review the organizations status and progress in various programs and activities.
6. Will coordinate the recruitment process and participate in the selection process for new employees. Provide feedback to the Director regarding performance of employees.
7. Recommends modifications to department programs based on business and financial analysis. Assists the Director in developing, administering, and monitoring programs.
8. Interprets and recommends policies to the Department Head.
9. Present information and requests to the Board of Commissioners. Complete special assignments for the Board.

10. Determines need for and coordinates purchasing for the department.
11. Appears as the department representative when working with other agencies and establishes and maintains positive relationships with other county departments and state agencies.
12. Provides direction to Juvenile Department employees as specified by the Department Head. Gives feedback to the Department Head regarding employee performance and assists in preparing performance evaluations.
13. Act as JJIS security coordinator and assign worker rights and roles.
14. Contracts and Facilities. Responsible for the creation, renewal, and modification of contracts, as well as facility maintenance and remodeling.

RECRUITING, REQUIREMENTS, KNOWLEDGE, SKILL AND ABILITY:

Knowledge of department purposes, functions, standards, and practices. Skilled in the operation of computer programs and public body accounting/bookkeeping procedures. Ability to communicate effectively and maintain appropriate interpersonal relationships with co-workers, subordinates and outside agencies. Able to make independent decisions while exercising good judgement. Able to review and analyze reports, records, and policies. Organized and able to coordinate own work and that of others.

SPECIAL REQUIREMENTS:

Must have a valid drivers license or suitable transportation. Computer, telephone, copy machine, fax and other general office machines.

EXPERIENCE & TRAINING:

High school education or equivalent, Bachelors degree (BA) from four-year college or university and a minimum of two years experience in financial or business related position. A combination of experience and training can be equivalent to some or all of the education requirement.

PAY:

\$3,246 - \$4,129 per month.

**PROGRAM MANAGER
DESCRIPTION OF POSITION**

1. CLASSIFICATION TITLE: Manager
2. WORKING TITLE: Juvenile Department Program Manager
3. DEPARTMENT: Coos County Juvenile Department
4. POSITION IS: Full time
5. WHAT IS THE PURPOSE OF THIS POSITION? To provide administration of Juvenile Department programs, including budget, personnel, and policy.

6. ESSENTIAL FUNCTIONS OF POSITION. DUTIES THAT MUST BE PERFORMED TO ACCOMPLISH THE PURPOSE OF THIS POSITION:
 - a. Coordinate preparation of budget and review expenditures as necessary.
 - b. Coordinate employee and recruitment process.
 - c. Assist in developing, administering and monitoring
 - d. Appear as the department representative when working with other agencies.
 - e. Provide direction to employees and give feedback regarding their performance.
 - f. Act as JJIS Security Coordinator and assign worker rights and roles.
 - g. Scheduling and notifying the Director of appointments, meetings, and workload priorities.
 - h. Initial review and prioritization of the Directors in box, including processing of all items not requiring the Directors' attention.
 - i. Contracts and Facilities. Responsible for the creation, renewal, and modification of contracts, as well as facility maintenance and remodeling.

7. LIST THE MINOR DUTIES ASSIGNED TO THIS POSITION:
 1. Provide training as needed with regards to use of computer programs.
 2. Coordinating purchasing.

8. WORKING CONDITIONS: Will include some contact with convicted offenders who may pose verbal and physical threat. May also involve entering of correctional facilities such as county jail and state institutions.

9. LIST REQUIRED SPECIAL SKILLS, LICENSES, CERTIFICATES: Must have a valid drivers license or suitable transportation. Must be able to obtain Notary Public. Must possess High school diploma or equivalent. Ability to communicate effectively.

10. IS OPERATION OF MOTOR VEHICLE REQUIRED: Must be able to operate a motor vehicle or have available suitable transportation.

11. LIST EQUIPMENT, TOOLS, MACHINES USED IN PERFORMANCE OF DUTIES: Computer, dictating machine, typewriter, calculator.