

DESCRIPTION OF POSITION

1. **CLASSIFICATION TITLE:**
2. **WORKING TITLE:** Business Operations Manager
3. **Class No.** _____
4. **DEPARTMENT:** Road
5. **Wage:** \$3,375.00 to 4,278.00 per month
6. Position is excluded from bargaining unit and is supervisory and confidential
7. Position is not eligible for overtime compensation
8. **POSITION IS:** Full time (Four 10-hour days per week, 7:00 a.m. to 5:30 p.m., Monday through Thursday)
9. **PURPOSE OF THIS POSITION:** To integrate and direct the fiscal and business operations of the Department
- 10A. **ESSENTIAL FUNCTIONS OF POSITION:**
 - a. Integrates the financial operations and cost accounting systems for the Department.
 - b. Establishes or recommends to management economic strategies, objectives and policies.
 - c. Completes fiscal analysis for project proposals and cost accounting.
 - d. Prepares Department budget, reviews budget proposals and prepares necessary supporting documentation and justification.
 - e. Determines cost of individual programs and projects. Develops and monitors project budgets and monitors cost effectiveness.
 - f. Prepares reports that summarize and forecast financial position in areas of income, expenses and earnings, based on past, present and expected operations.
 - g. Provides management with timely reports that review the organization's status and progress in various programs and activities.
 - h. Prepares or directs preparation of business and financial reports required by Oregon Department of Transportation, Federal Highway Administration, other regulatory agencies or the Director of the Department.
 - i. Insures Department's business/financial operations are in compliance with county, state and federal requirements and General Accounting Principles. Prepares all reports associated with annual audit.
 - j. Establishes and maintains positive relationships with other county departments and state agencies.

10B. MINOR DUTIES ASSIGNED TO THIS POSITION

- a. Acts as Disaster Recovery Coordinator for the County.
- b. Participates on management negotiating team during union contract negotiations.
- c. Coordinates rock agreements and payment of royalties.

11. Employee's immediate supervisor: Roadmaster

12. List immediate subordinates by classification or working title: Road Secretary, Office Assistant

13. WORKING CONDITIONS OF POSITION. Requires occasional lifting and exertion for short periods. May occasionally travel to meetings, seminars or workshops throughout the state.

14. REQUIRED SPECIAL SKILLS, LICENSES, CERTIFICATES, ETC. Bachelor's degree (BA) from four-year college or university and a minimum of two years experience in financial or business related position, or any satisfactory equivalent combination of experience and training.

15A. IS OPERATION OF MOTOR VEHICLE REQUIRED? Yes

15B. EQUIPMENT, TOOLS, MACHINES USED IN PERFORMANCE OF DUTIES: Skill in computer work (word processing, spreadsheets, databases); telephone, copy machine, fax and other general office machines.