

DESCRIPTION OF POSITION

1. **CLASSIFICATION TITLE:** Solid Waste Department Business Operation Manager
2. **DEPARTMENT:** Solid Waste
3. Position is excluded from bargaining unit and is supervisory and confidential
4. Position is exempt from overtime
5. **POSITION IS:** Full time (Regular Schedule is 8:00 a.m. to 5:00 p.m., Monday through Friday)
6. **PURPOSE OF THIS POSITION:** To integrate and direct the fiscal and business operations of the Department
- 7A. **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. Exercises accounting control over various contracts and grants. Responsible for reimbursement/payments on a timely basis.
 - 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 reports required by Oregon Department of Environmental Quality, 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 reports associated with annual audit.
 - j. Establishes and maintains positive relationships with other county departments and state agencies.
- 7B. **MINOR DUTIES ASSIGNED TO THIS POSITION**
 - a. Acts as Recording Secretary for Waste Advisory Committee
 - b. Participates on management negotiating team during union contract negotiations.
 - c. Participates on safety committee, coordinates safety meetings and training programs with Director. Coordinates departmental medical exams and blood work tests.
 - d. Maintains department personnel and payroll records.
 - e. Updates and maintains Solid Waste Department records for Coos County Inventory &

Fixed Asset Policy

8. **Employee's immediate supervisor:** Solid Waste Department Director

9. **List immediate subordinates by classification or working title:** All other employees of the department

10. **WORKING CONDITIONS OF POSITION.** Office environment, which requires occasional lifting and exertion for short periods. May occasionally travel to meetings, seminars or workshops throughout the state.

11. **REQUIRED SPECIAL SKILLS, LICENSES, CERTIFICATES, ETC.** Considerable knowledge of statutes and regulations relating to the operation of the Department. Thorough knowledge of accounting, bookkeeping, budget principles and basic office management and supervision practices. Skilled in the use of modern office equipment. Ability to make independent decisions in accordance with established policy.

12A. **IS OPERATION OF MOTOR VEHICLE REQUIRED?** Yes

12B. **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.