

OPERATIONS MANAGER

CODES/PAY RANGE

Class Code: 3605

EEO Code: A

FLSA: E

Pay Range: D

MAJOR FUNCTION

Highly skilled professional and managerial work coordinating and overseeing the administration and operations of all divisions and/or activities reporting to a Department Director. There is considerable latitude for independent judgement and performance, within the parameters set by, and under the general direction of, the Department Director.

ILLUSTRATIVE DUTIES

(NOTE: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Consults with division/activity directors to provide administrative support for program activities. Reviews activities for consistency with goals.

Represents the Department Director with responsibility for making decisions within established policy in his/her absence. May include legislative lobbying.

Compiles information from various sources and analyzes the applicability of information, the characteristics and quality of the sources.

Designs and plans complex projects to include funding. Develops new methods, approaches or procedures.

Studies and coordinates methods and procedure improvements and programs to foster greater productivity.

Represents the Department Director in making special investigations and gathering information.

Meets with the public, officials, and groups to explain various projects and work programs.

Provides fiscal oversight for all revenues and expenditures. Develops and coordinates special projects. Coordinates personnel activities and reviews staffing needs and allocations.

Performs related work as required.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of principles of management. Knowledge of County government operations. Knowledge of effective supervisory practices and procedures. Knowledge of office and performance analysis. Knowledge of principles of personnel management. Knowledge of division policies and procedures for multiple divisions.

Ability to conduct research and prepare reports based on findings. Ability to maintain effective working relationships within and among divisions and with the public. Ability to communicate effectively both orally and in writing. Ability to interpret policies and procedures. Ability to analyze operations and recommend procedures to improve performance. Ability to make sound management decisions based on available information. Ability to coordinate various activities within one or more agencies to improve performance standards and operations. Ability to study systems and make recommendations to improve or revise current systems and/or implement new systems. Ability to represent Department Director both internally and externally.

MINIMUM QUALIFICATIONS.

Bachelor's degree in Public Administration, Business Administration, Management or related field, and five (5) years of progressively responsible management and administrative experience.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

ADA REQUIREMENTS:

Physical Demands: Sedentary work. Ability to see, hear, talk.

Environmental Demands: Inside work.

Mental Demands: Ability to read and comprehend professional manuals, instructions, reports, abstracts, financial reports, legal documents, statutes, ordinances; letters, and summaries. Ability to write reports, evaluations, summaries, letters, financial reports, procedures, and policies. Ability to perform advanced mathematical functions. Ability to speak publicly and extemporaneously; conversant in policies, techniques and procedures of discipline. Ability to analyze data and develop conclusions. Ability to identify and resolve problems.

Revised 4/99

Replaces 10/97