



***Marion County is seeking an experienced  
professional to become our next***

## **Office Manager**

**Recruitment# 023-2026-2**

# THE COMMUNITY AND THE COUNTY

Marion County, Oregon, is a vibrant community located in the heart of the Willamette Valley. The Willamette Valley is one of the most fertile and agriculturally productive regions in the world. The area is dotted with cities, farms, and forests and is considered one of the most livable areas of the country, offering a low cost-of-living, quality schools, and mild weather. The county covers 1,194 square miles and has a population of approximately 334,000. There are 20 incorporated cities and 37 unincorporated communities in Marion County. Salem, the county seat and the state capital, is one of the valley's oldest cities and the third largest city in Oregon. The principal industries are agriculture, government, food processing, lumber, manufacturing, education, and tourism. Marion County has both private and public schools, pre-school through university level. There are four universities and two community colleges within a 30-mile radius.



Marion County is rich with parks, rivers, lakes, and recreational activities, including hiking, fishing, biking, boating, equestrian trails, organized children's sports and activities, Saturday artisan markets, theatre, museums, art fairs, music fairs, the Marion County Fair and the Oregon State Fair. A short driving distance to the east there is world class skiing in the Cascade Mountains. To the west are many beautiful public beaches on the Pacific Ocean. To the north is Portland, Oregon's cultural hub and largest city, and to the south are the rivers and canyons of the beautiful Rogue Valley and the annual Shakespearean Festival in Ashland.

## THE DEPARTMENT

The mission of the Community and Economic Development Department is to collaborate, innovate, and invest in opportunities that improve lives, strengthen families, and engage communities to reach their full potential. The Department incorporates many varied programs including the Community Development Block Grant (CDBG) / HOME, Economic Development, County Fair, Dog Services and our partnership with Marion County Extension and 4-H Service District, which all support achieving the Department's mission by making wise investments today for healthy, viable communities in the future.

## THE POSITION

**Why Community & Economic Development?** Community and economic development work builds healthy, resilient communities. Marion County brings together public and private resources to support local economies, housing, infrastructure, workforce, and community development. Through economic development projects and federal CDBG / HOME investments, our team helps communities address local needs and expand opportunities for residents, businesses, and families. Our work also includes caring for dogs and connecting them with families through Dog Services and the shelter, bringing people together at the County Fair, and partnering with Marion County Extension and 4-H Service District. If you have diverse interests and want to contribute to lasting community impact, this work offers a rewarding career with room to grow.

**Why Marion County?** Guided by the Marion County Board of Commissioners, our team supports rural and urban communities through projects, grants, contracts, and services that create lasting benefits for residents, businesses, and families. In your role, you will support Economic Development, CDBG / HOME, Dog Services and the Shelter, the County Fair, and the Marion County 4H Service District, helping turn public investments into meaningful results while gaining opportunities to contribute, learn, and make a positive impact throughout Marion County.

# JOB DUTIES

## **Office Operations, Supervision & Customer Service**

Supervises and performs administrative and operational work. Provides direct supervision, coaching, training, evaluation, workload prioritization, cross-training, and performance management for office support staff; develops and monitors procedures and workflows and ensures continuity of service. Activities include:

- Schedules front-desk coverage for holidays, vacations, breaks, and other absences; provides reception and direct customer service support when needed; resolves escalated concerns and complaints; and develops customer-service procedures.
- Assigns and coordinates office work, monitors quality and deadlines, maintains office supplies, and oversees routine filing, shredding, copying, mailings, meeting-room scheduling, and other administrative support.
- Coordinates logistics for departmental programs, meetings, and events, including venues, supplies, refreshments, registrations, materials, and minutes.
- Provides seasonal and backup operational support for the Fair Office / Volunteer Center and Dog Shelter, including reception, vendor / camper / exhibitor support, volunteer check-in and scheduling, adoption support, return-to-owner processing, and complaint intake.
- Conducts administrative research on statutes, policies, grant requirements, best practices, and comparable programs; compiles information and prepares summaries for departmental decision-making.

## **Human Resources, Payroll & Employee Engagement**

Serves as the department's lead administrative liaison for human resources and payroll and supervises or performs related administrative work. Activities include:

- Coordinates job postings, candidate and panel scheduling, interview materials, reference checks, and candidate communications; develops and maintains interview questions, recruitment procedures, and hiring workflows.
- Coordinates new-hire paperwork, orientation, introductions, onboarding schedules, badges / keys, technology, phones, and workspace setup.
- Responds to employee questions, routes communications among HR, supervisors, payroll, and staff, and maintains confidential personnel records in accordance with retention requirements.
- Oversees payroll entry, leave adjustments, and payroll coding, audits payroll for accuracy, and coordinates corrections with HR and Payroll.
- Coordinates employee-engagement and recognition activities and supports a positive workplace culture.

## **Financial, Purchasing & Contract Administration Support**

Provides oversight, direct support, and coverage for departmental financial functions. Assists with budget development and monitoring, accounts payable, accounts receivable, purchasing, and other financial activities when needed.

Activities include:

- Supports budget preparation and monitoring, monthly and year-end reviews, supplemental budgets, forecasts, narratives, presentations, and compliance with County financial policies and procedures.
- Supervises or performs purchase-order entry, invoice routing, accounts payable and Oracle payment processing, accounts receivable, deposits, and maintenance of supporting financial records.
- Administers departmental purchasing cards, including user support, policy and procedure implementation, cardholder training, transaction auditing, reconciliation support, and records retention.

- Coordinates administrative components of contracts and procurement, including document requests, insurance tracking, contract-management-system administration, records management, workflow tracking, communications, and staff cross-training.
- Supports critical financial operations during staff absences, peak workloads, and changing departmental priorities.

## **Board, Communications, Public Information & Records**

Coordinates county communications and approval processes and supervises or performs Board, public-information, and records work. Activities include:

- Reviews Board of Commissioner agendas and Countywide matters for policy changes or decisions affecting the department.
- Coordinates Board schedules and deadlines, maintains tracking tools, assembles and reviews packets, produces copies, attends meetings, prepares minutes, and tracks follow-up actions.
- Develops public-facing content, presentations, newsletters, flyers, brochures, and related materials.
- Maintains departmental website content, forms, notices, outreach materials, mailings, and other digital communications.
- Coordinates communication approvals, publication schedules, and relationships with the Board's Office.
- Develops communication procedures, workflows, and style guides and ensures compliance with County / Departmental standards.
- Maintains photo libraries, templates, communication assets, electronic and paper records, and departmental filing and archiving systems.
- Receives, tracks, coordinates and fulfills public-records requests.
- Receives, logs, routes, monitors and follows up on initial grant inquiries.

## **Facilities, Technology, Safety & Asset Coordination**

Serves as the department's primary coordinator for facilities, information technology, safety, building access, and administrative assets. Activities include:

- Develops and maintains procedures for equipment, access control, technology, safety, and emergency preparedness.
- Coordinates building maintenance, workspace issues, equipment requests, and technology support.
- Maintains inventories and records for technology, software, office equipment, keys, and key cards and coordinates issuance, recovery, and access changes.
- Monitors and coordinates information-technology and facility service requests, follows through to resolution, escalates issues as needed, and communicates status to affected staff.
- Participates in safety committees and inspections and maintains departmental safety procedures, emergency-preparedness materials, and compliance documentation.
- Supports user training and adoption of new systems and technologies and coordinates with County service partners and vendors.

### **Other Job Duties**

- Performs related duties as required.
- Drives to and from meetings throughout Marion County.

## **MINIMUM REQUIREMENTS**

### **Experience and Training**

1. Graduation from high school; **AND**

2. Five years of progressively responsible experience in an office or similar work environment related to the position, including one year experience in a supervisory or leadership capacity, which includes knowledge in the areas of training, scheduling, reviewing work, providing guidance and technical expertise to others, providing input on performance evaluations and, or making recommendations in the hiring process; **OR**
3. Any satisfactory equivalent combination of education, training and/or experience relevant to the position.

## SPECIAL REQUIREMENTS

- Must possess a current driver's license in the applicant's state of residence and an acceptable driving history. Marion County will obtain a copy of the driving record for all qualified applicants from Driver and Motor Vehicle Services and review the driving record according to the Marion County policy and procedure for Driving on County Business. The policy can be found at: <http://apps.co.marion.or.us/APAP/>.
- The finalist for this position may be required to pass a criminal history background check; however, conviction of a crime may not necessarily disqualify an individual for this position.
- **24-Hour Response.** Must be available to perform response duties during an emergency. This classification is essential; a department may designate positions to work during emergencies or business closures to meet operational requirements, ensure health and safety, and protect people and property.
- This assignment is not represented by a union.
- This is a full-time position, which is not eligible for overtime.
- Typical Work Schedule: Monday through Friday, 8:00 a.m. – 5:00 p.m., with flexibility depending upon the needs of the department and program.

## COMPENSATION AND BENEFITS

Marion County offers an exceptional compensation and benefits program. The initial wage range for this position is based on the qualifications and experience of the candidate selected. The hiring range for this position is \$33.04 - \$44.30 per hour or \$5,726.93 - \$7,678.67 monthly.

### Benefits Include:

#### Insurance coverage:

- Medical, prescription, vision and dental plans covering employees and dependents with low or no employee premium share
- Employer paid basic life insurance
- Employer paid accidental death and dismemberment plans
- Employer paid long-term disability plan

#### Retirement benefits:

- Participation in the PERS IAP - Employer pays the 6% employee contribution
- (457) deferred compensation plan option
- 401K – 2.5% contribution paid by County

#### Annual paid leave:

- 17 vacation days
- 12 sick leave days
- 10 holidays
- 2 personal days

## HOW TO APPLY

To submit an online application for this position, go to: <https://www.governmentjobs.com/careers/marion>

***Marion County does not accept mailed, delivered, faxed, or e-mailed applications.***

If you have questions about this position, please call (503) 566-3949 or e-mail [HRRecruitment@co.marion.or.us](mailto:HRRecruitment@co.marion.or.us)

EQUAL EMPLOYMENT OPPORTUNITY: Marion County will give consideration to all qualified applicants for appointment without regard to race, religion, color, national origin, sex, age, marital status, mental or physical disability, political affiliations, sexual orientation, or any other non-merit factor. **To ensure the broadest range of services to individuals with disabilities, Marion County is prepared to make necessary arrangements. Please call at least two (2) working days in advance for services.**