



MARION COUNTY

Employment Opportunity

Administration Division Manager (Business Manager) Public Works

Recruitment #: 665-2026-1

Typical Work Schedule: Monday – Friday, 8:00 AM to 5:00 PM

Information about Marion County: <http://www.co.marion.or.us/BS/HR/Documents/NeoGov/County%20Info.pdf>

Information about the department: <http://www.co.marion.or.us/PW/Pages/default.aspx>

The Marion County Public Works Department is seeking a talented, strategic, and forward-thinking business professional to serve as Administration Division Manager. Working collaboratively with the Public Works Director, this critical leadership role serves as the Department's lead financial architect, shaping the Department and the public services we provide through advanced fiscal stewardship.

The ideal candidate must possess:

- An exceptional background in long-range financial forecasting, capital improvement modeling, and complex multi-fund analysis,
- A proven ability to translate intricate financial data into clear and actionable presentations for governing boards, elected officials, and public stakeholders,
- Significant initiative, self-direction, and sound judgment while overseeing assigned administrative services,
- Extensive financial and cost accounting experience, and
- The ability to promote positive and collaborative working relationships rooted in our organizational values.

Does this sound like you? Do you want to do meaningful work while surrounding yourself with amazing professionals working together to achieve a mission of public service? If so, please continue reading below to find out more about this exciting employment opportunity.

THE POSITION

GENERAL STATEMENT OF DUTIES

The Administration Division Manager functions as the Department's Business Manager. As such, governmental accounting, budgeting, financial analysis, financial management, business planning, forecasting, internal controls, compliance, and reporting skills are essential to succeed in this role. The Administration Division Manager directly supervises the following individuals:

- Senior Office Manager: Clerical services, dispatch, recruitment, human resources, payroll and front desk.
- Administrative Services Manager: Accounting, budget and procurement.
- Fleet Shop Supervisor: Countywide motor pool, light duty and heavy equipment maintenance, parts room, fueling station operations and countywide public safety radio services.
- Public Works Public Information Officer (PIO)
- Public Works Safety Specialists

The Administration Division Manager works directly with other Division Managers within the Department to provide financial guidance, budgetary compliance oversight and general business services support. This individual serves as a key departmental point of contact to other County departments, including the Finance Department, Treasurer, Contracts and Procurement, Business Services Department, Facilities, Risk Management, Human Resources Department, County Legal, Marion County Sheriff's Office and the Marion County Board of Commissioners Office.

SUPERVISION RECEIVED

Works under the general supervision of the Public Works Director, who assigns work, establishes goals, and assesses performance through observation and evaluation of results obtained.

SUPERVISION EXERCISED

Supervision exercised over supervisory and line staff in assigned areas. Participates in the selection of new employees, provides training, evaluates performance, and responds to grievances or disciplinary actions.

MINIMUM REQUIREMENTS

Experience and Training

1. Bachelor's degree with emphasis in accounting, knowledge of governmental operations with preferred experience in public works; AND
2. Five years of management experience with progressively responsible supervisory duties including budget management and reporting experience with responsibilities in coordinating and reviewing multiple division budgets. Experience may include responsibility for the planning, organization, implementation, and supervision of varied accounting, finance, operations, or public works programs; OR
3. Any satisfactory combination of work, education, training, or experience relevant to the position, as determined by Marion County.

Preferred Experience

- Major coursework or additional education in business, public administration, management, engineering, or a related field that complements the required accounting emphasis.
- Increasingly responsible professional experience in an administrative, supervisory, or managerial capacity involving the planning, organization, implementation or supervision of varied accounting, finance, engineering, operations, or public works programs.

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 will be required to pass a criminal history background check; however, conviction of a crime may not necessarily disqualify an individual for this position.
- Must be able to respond in-person during times of public emergency to staff an assigned role within the County Emergency Operations Center.
- 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 is a full-time position, which is not eligible for overtime.
- This position is not represented by a union.
- Typical schedule: Monday - Friday, 8:00 am - 5:00 pm, with flexibility depending upon the needs of the Department.

Physical Requirements

Operates a motor vehicle; sees using depth perception; stands; sits; moves about the work area; bends forward; stoops; climbs stairs; reaches overhead; lifts, pushes, pulls and carries up to 30 lbs.; moves carts weighing up to 20 lbs.; operates a keyboard; rapid-mental/hand/eye coordination; speaks clearly and audibly; reads a 12 pt. font; distinguishes shades and colors; hears a normal and whispered speech level; hears vehicle movement, including trains; exposure to all weather conditions; traverses wet and uneven areas; works around construction noises.

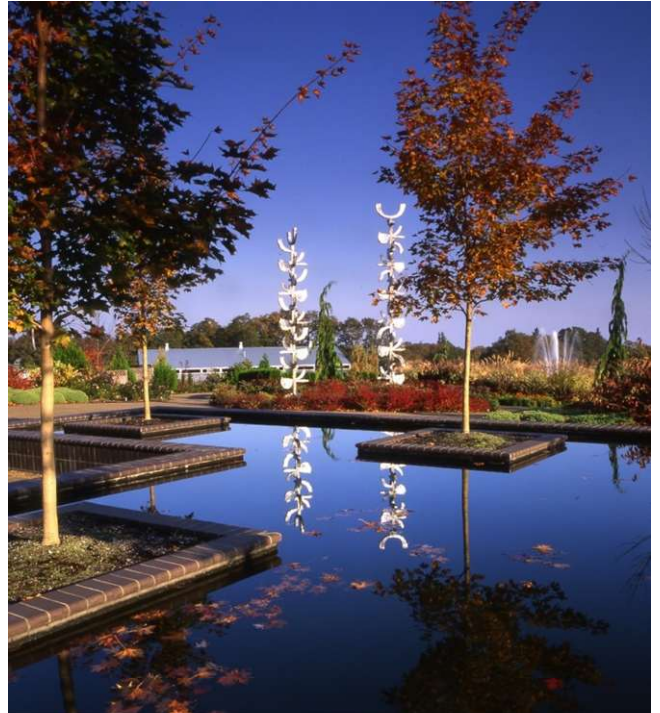
JOB DUTIES

- Assists the Public Works Director in the overall administration of the Department, exercising delegated administrative and fiscal authority; serves as a key advisor to the Director.
- Participates as an active member of the Marion County Public Works Department Management Team.
- Manages departmental financial operations. Responsible for preparation and monitoring of Department budget, including cash flow monitoring and compliance with applicable policies, regulations and sound business practices;

interacts with Finance and Treasurer Departments for current financial/budget information and coordination.

Prepares and maintains complex financial monitoring and forecasting models.

- Establishes and monitors standards and procedures to promote information flow between the department's divisions; coordinates communications between the department and other public or private agencies seeking information about departmental operations and oversees the department's record management program.
- Leads and manages departmental performance audits, research studies, major initiatives, and assigned projects; may develop and present strategic recommendations to the Board of Commissioners for decision-making purposes.
- Supervises and mentors assigned supervisory and non-supervisory staff in assigned areas, monitors the effectiveness with which administrative support, accounting, public information and workplace safety services are delivered; develops and implements improvement measures, as necessary.
- Manages countywide light duty fleet, heavy equipment fleet, and pool car programs; oversees purchasing, rate setting, billing, and communications with departments countywide.
- Monitors and coordinates departmental facility projects performed by Business Services on behalf of Public Works.
- May serve as departmental liaison to the Information Technology Department; may coordinate key IT activities within the department.
- May serve as departmental liaison to the Human Resources Department; may coordinate and/or participate in HR activities within the department.
- Provides professional analysis and recommendations on proposed legislation and administrative rules as requested; incorporates operational best practices to maintain compliance with established state and federal standards.
- Represents the Department and, when authorized, the County at public meetings, regulatory hearings, and professional conferences regarding public works programs and services.
- Performs assigned roles in Marion County's Emergency Operations Center (EOC) during periods of EOC activation.
- May serve as Secretary and/or Budget Officer for County-operated service districts.
- May serve as the Acting Public Works Director when the Director is absent.
- Performs other duties as assigned.



ABOUT PUBLIC WORKS

Public Works is a community partner and an integral part of the Marion County enterprise, dedicated to providing superior customer service that has earned the public's trust by demonstrating integrity, excellence in leadership, professionalism, and efficiency. The Department employs 235 people with an annual budget of approximately \$250M consisting of nine (9) individual restricted funds.

The Department oversees a diverse array of nineteen (19) programs, categorized into these core operational areas:

- Administrative Services: Financial accounting, budgeting, procurement, administrative support, motor pool and countywide fleet maintenance, county-owned fueling stations, countywide public safety radio communications, workplace safety programs and public works dispatching.
- Building & Planning: Land use planning, zoning and permitting, and the County Building Department.

- Emergency Services: Countywide emergency management and response.
- Engineering: Capital projects, transportation planning and engineering, land and right-of-way development permitting, and the County Surveyor's office.
- Environmental Services: Solid waste disposal and waste reduction, stormwater management, municipal water operations, municipal wastewater operations, noxious weed control, and county parks.
- Road Operations: County road and ferry operations and maintenance.
- Service Districts: Operation and administration of four (4) service districts providing municipal drinking water, wastewater, stormwater and streetlighting services.

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

KNOWLEDGE, SKILLS AND ABILITY

Knowledge of organization and management practices as applied to the analysis and evaluation of public works programs, policies, and operational needs; modern principles and practices of public works program development and administration; principles and practices of organization, administration, and personnel management; Principles of supervision, training, and performance evaluation; pertinent federal, state, and local laws, codes, and regulations; and strategic planning and implementation.

Skills to identify complex problems and review related information to develop and evaluate options and implement solutions; present special reports to and interact with the Marion County Board of Commissioners, Chief Administrative Officer, County departments and other agencies on public works issues; collaborate with other managers and staff members to implement policies, goals, procedures, and initiatives; and effectively convey information.

Ability to analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals; effectively administer a variety of public works activities; gain cooperation through discussion and persuasion; select, supervise, train, and evaluate assigned staff; interpret and apply federal, state, and local policies, procedures, laws, and regulations; identify and respond to public and Board of Commissioners issues and concerns; Communicate effectively both orally and in writing; establish and maintain cooperative working relationships with individuals and groups who come from diverse backgrounds and represent members of the public, coworkers, developers and/or vendors; and manage key strategic initiatives from conception to completion, including coordination with other County departments, elected officials and regional partners.

COMPENSATION AND BENEFITS

Marion County offers an exceptional compensation and benefits program.

The wage range for this position is \$57.65 to \$77.21 hourly with initial wages dependent upon the qualifications and experience of the candidate selected. This is an exempt, full-time position, which is not eligible for overtime.

Benefits Include:

Insurance Coverage

- ✓ Medical, prescription, vision and dental plans covering employees and dependents with low employee premium share
- ✓ Employer-paid basic life insurance
- ✓ Accidental death and dismemberment plans
- ✓ Employer-paid long-term disability plan
- ✓ Employee Assistance Program
- ✓ Additional Voluntary Term Life Insurance-Employee-Paid

Retirement Benefits

- ✓ Participation in the Oregon Public Service Retirement Plan (OPSRP) - Employer pays the 6% employee contribution
- ✓ 401K – 2.5% contribution paid by employer

Annual Paid Leave

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

✓ Additional Short-Term Life Insurance –
Employee-Paid

