

Morro County Administrator Information

1. Morro County is a General Law County with 11,000
2. They have 3 half time commissioners that receive full benefits.
3. They hired an administrator 1.5 years ago because they were “treading water” and needed to have someone manage the business of the county, do long-term strategic planning, and be a resource for department heads.
4. The order in which things were done to hire a manager:
 - a. The commissioners agreed to take the necessary steps to hire an administrator.
 - b. A job description was written and approved.
 - c. An ordinance for the position of a county manager was approved by the commissioners.
 - d. Advertising for the job listed in local newspapers, through the League of Oregon Cities, and Craigs list as well as word of mouth. The position was advertised for 1 month. No “head hunter” services were used.
 - e. HR department had a cover sheet that summarized the experience and qualifications for each applicant and ranked the applicants. The applications were then shown to the Commissioners in executive session and they decided which candidates should be given a first interview. When candidates were out of the area, the interviews were conducted on skype.
 - f. Three finalists were picked by the commissioners and 2nd interviews were set up and occurred within 2 weeks. The County paid for those who needed to travel.
 - g. The final interviews were very comprehensive and dept. heads and elected officials were given a chance to give input to commissioners before a final choice was made.
 - h. Local applicants were given more weight in the selection process.
 - i. Total time for advertising, interviewing and putting the manager in place was 3 months.

ELECTED OFFICIAL SCALE

2016-2017

3.00%

NAME	TITLE	ANNUAL	MONTHLY
LINDSAY, M	COMMISSIONER	\$38,407	\$3,201
RUSSELL, D	COMMISSIONER	\$38,407	\$3,201
DOHERTY, J	COMMISSIONER	\$38,407	\$3,201
GORMAN, M	ASSESSOR	\$78,283	\$6,524
GUTIERREZ, G.	TREASURER	\$68,475	\$5,706
CHILDERS, B.	CLERK	\$68,475	\$5,706
SPICER, A	JUSTICE OF THE PEACE	\$68,475	\$5,706
MATLACK, K.	SHERIFF	\$98,136	\$8,178
		\$497,065	\$41,422

JOB DESCRIPTION

Date Prepared: June 2015

Position Title: Administrative Officer

Department: County Court

Supervisor: County Judge

Position Overview: Under the limited supervision of the County Judge, the Administrative Officer performs executive management level leadership supporting the County Court with the planning, coordination and implementation of county operations and works as an integral member of the County Management Team. Participates in County Budget development; represents the County at various meetings; conducts specific research projects, prepares reports and recommendations and performs related work as required. Provides leadership and administrative guidance to all elected and appointed department heads and processes as assigned by the County Court. Serve as Liaison with Elected Officials. Supervises all Department Heads and specific employees.

Reporting Positions: All Department Heads and specific employees.

Working Environment: Work is performed primarily in County offices and regularly includes travel to all other county facilities.

Qualifications:

1. Education - Bachelor Degree in public administration or a related field.
OR
2. Experience - Six years in a position with supervisory, administration and employee relation responsibilities.
3. Equipment used - Personal computer, telephone, copy machine, fax machine, personal electronic devices and other office equipment, automobile.
4. Skill and ability to establish and maintain effective working relationships with department heads, elected officials and county employees.
5. Ability to make independent decisions and solve problems.
6. Knowledge and ability to apply public administration theories, techniques and practices in the administration in the planning, coordination and implementing of county operations.
7. The ability to learn and utilize the software necessary to perform all tasks.
8. The ability to explain complex issues in situations which are sometimes adversarial.
9. Ability to effectively use oral and written communication in the performance of duties and responsibilities.

10.

10. Ability to learn and implement county procedures, regulations and requirements with respect to procurement, budget, safety, operations and organization.

11. Must live in Morrow County.

Essential Job Functions:

Physical:

1. Occasional lifting of heavy files, office re-arrangement.

2.

2 Occasional driving required.

3. Ability to operate a personal computer and personal electronic devices to retrieve and enter data and information.

4. Regular and predictable attendance.

5. Ability to sit for extended periods of time.

Mental:

1. Ability to handle stressful situations when interacting with the public and/or County employees.

2. Ability to think pro-actively in employee relations and anticipation of needs.

3. Ability to read, write and comprehend English.

4. Ability to perform basic math functions.

5. Ability to comprehend complex issues and commit these issues to writing.

6. Ability to maintain confidentiality.

7.

Job Duty Outline:

I. Administrative Functions.

A. Serve as management analyst to County Court: work directly with elected officials and department heads to solve specific problems identified by the Court.

B. Coordinate special projects at the direction of the County Court.

C. Perform executive management level duties, which include: organizational planning, leadership and administrative work in assisting and supporting operations of the county government under the authority of the County Court and implement directives, policies and major initiatives at the request of the Court.

D. Works in a collaborative manner with appointed and elected officials on specific assignments; facilities management team building, policy interpretation, guidelines and procedures. Provides a variety of administrative support services for the County Court on a continuing and

1. Meet with Elected Officials to develop Long Range Plans and employee needs.
 2. Assist with employee relations.
 3. Troubleshoot with Elected Officials and develop plans of action.
- M. Serve as Liaison with County Court.
1. Meet with the County Court on a regular basis to keep them apprised of events, trends and needs identified in meetings with Department Heads and Elected Officials.
- II. Develop and manage the safety and risk management program.
- A. Develop risk management goals.
 - B. Coordinate and collaborate with department heads for the implementation of the safety program.
 - C. Administer Workers Compensation program.
 1. Process all Work Comp claims.
 2. Work with insurer and assist supervisor and employee throughout the process.
 3. Staff the Safety Committee meetings.
 - a. Perform safety inspections.
 - b. Develop safety policies.
 - c. Recommend appropriate changes in workplace safety practices and procedures.
 - d. Recommend or conduct appropriate safety training.
 - D. Act as County's ADA (Americans with Disabilities Act) Coordinator.
 - E. Conduct ergonomic evaluations of work stations as needed and recommend appropriate modifications.
 - F. Send out and receive job application forms.
- III. Department Organization
- A. Communicate with other department employees to effectively and efficiently coordinate work programs.
 - B. Communicate with employees from other departments and agencies in order to coordinate and implement the work program.
 - C. Communicate with members of the general public in order to coordinate work programs and provide appropriate information about county activities.