

POSITION POSTING

Lake County Business Services Department

Director

Lake County Business Services Department is seeking a qualified Director. This is a professional position designed to support the accounting, risk management and human resource functions of Lake County. This position will direct the duties and responsibilities of the business office and provide technical and financial direction to other county departments.

This is an exempt, position and reports directly to the Board of Commissioners.

**Duties and responsibilities:** Performs highly responsible, varied and confidential business functions for the County. Maintains a high level of accuracy with all business activities and participates in preparation of financial analysis and reports. Maintains all policies and procedures for business transactions, including personnel actions. Performs the duties as personnel director, including worker's comp management, risk management for insurance and safety purposes, recruitment and hiring. Oversees the county budget and maintains account balances and general ledger entries. Acts as a back-up for all business functions as needed.

**Qualifications:** Bachelor's degree in public administration or business administration and two years of responsible experience; or any combination of education and experience which would provide the applicant with the desired skills, knowledge, and ability required to perform the job. Professional certification in human resources a plus.

Excellent compensation package, including employer paid PERS. Salary, \$45,000 to \$52,000 per year, DOE.

To Apply: Submit a Lake County job application, located at 513 Center Street, or at [www.lakecounty.or.org](http://www.lakecounty.or.org)

Contact Robin Drinkwater, PHR at 541-947-6073 for more information

**Position is opened until filled.**

**Lake County is and Equal Opportunity Employer**

# **BUSINESS SERVICES DEPARTMENT**

## **DIRECTOR**

**SCOPE OF POSITION:** This is a professional position designed to support the accounting, risk management and human resource functions of Lake County. This position will direct the duties and responsibilities of the business office by working together with the Accounting Specialist in a team-based office.

**FLSA STATUS:** Exempt

**UNION STATUS:** Exempt, position reports directly to and is directed by the Board of Commissioners.

**GENERAL STATEMENT OF DUTIES:** Performs highly responsible, varied and confidential business functions for the County. Maintains a high level of accuracy with all business activities and participates in preparation of financial analysis and reports. Maintains all policies and procedures for business transactions, including personnel actions. Performs the duties as personnel director, including worker's comp management, risk management for insurance and safety purposes, recruitment and hiring. Oversees the county budget and maintains account balances and general ledger entries. Acts as a back-up for all business functions as needed.

### **EXAMPLES OF PRINCIPAL DUTIES:**

1. Provide detailed financial analysis for projects requiring financial modeling, including but not limited to grant and annual budget preparation and reporting, cash flow analysis, wage/salary projections, employee benefit analysis, etc.
2. Act in a confidential capacity working closely with the Board of Commissioners in the formulation, determination, and effectuation of management policies utilized in the collective bargaining process.
3. Processes new employee paperwork and conducts new employee orientations.
4. Maintain employee benefit programs and administer employee benefits. Assure compliance with all federal and state benefit laws, i.e., COBRA, HIPPA, FMLA, etc. Provide human resource expertise and assistance to department heads.
5. Assure compliance for all hiring, performance and terminations, i.e., ADA, EEO, Drug-Free Workplace by establishing policies and procedures.
6. Provide safety and risk management procedures and systems and assure compliance with OSHA and worker's comp laws. Process and track county insurance claims.
7. Review and maintain compensation scale and assure equity throughout the County.
8. Identify necessary staff training and work with department heads and the Board to coordinate training. Facilitate various training sessions as necessary

9. Maintain general ledger account balances and oversee county budget.
10. Carry out the duties of budget officer, when appointed by the Board.
11. Evaluates systems and equipment for efficiency and makes appropriate recommendations for improvement.
12. Maintains financial database including employee records.
13. Other duties as assigned.

**KNOWLEDGE OF:** Thorough knowledge of accounting functions including payroll, accounts payable and general ledger. Must have knowledge of all labor laws and regulations.

**ABILITY TO:**

- Maintain confidentiality at all times
- Communicate effectively in oral and written form. Establish productive working relationships with other County personnel, vendors, and government agencies.
- Exercise independent judgment and demonstrate strong problem solving skills.
- Locate and interpret laws and administrative rules for appropriate application within the financial function.
- Organize workload in a logical, efficient manner for self and other employees.
- Maintain specialized records and prepare narrative or statistical reports from information gathered.
- Make accurate arithmetic computations and apply standardized statistical or mathematical procedures manually or by machine.
- Work effectively in fast-paced, stressful situations, meeting required deadlines.
- Provide excellent customer service at all times.

**SKILLED IN:** The operation of PC with Microsoft word processing, spreadsheet, and database programs. Operation of mainframe computer system and fund-based accounting software and human resource information system (HRIS).

**EXPERIENCE AND TRAINING:** Bachelor's degree and two years of responsible experience in business administration ; or any combination of education and experience which would provide the applicant with the desired skills, knowledge, and ability required to perform the job. Professional certification in human resources a plus.