

COUNTY COMMISSIONER

INTRODUCTION

This classification directs and coordinates as a member of the County Court the business of the County government as prescribed by Oregon Revised Statutes; does related work as required.

EXAMPLES OF PRINCIPAL DUTIES

(Duties assigned to this classification include, but are not limited to, the following examples. Any one position may not perform all listed duties.)

1. Participates in the development, enactment, interpretation, and monitoring of County policies, ordinances and procedures; assists in the coordination of County Court responsibilities.
2. Acts as a member of the County Budget Committee; estimates and determines amount of revenue required; review rates necessary for appropriation of funds; supervises all County financing.
3. Holds public hearings on land use matters; adopts ordinances on zoning and planning; hears appeals of such matters and renders decisions.
4. Appoints and employs department heads; confers with department heads on matters of policy or on difficult or unusual problems; participates in filling vacancies in elective positions when required under ORS.
5. Authorizes purchase of land, land exchanges, land leases, and timber sales, directs purchase of equipment and contracts for buildings and/or repairs.
6. Authorizes all county purchases, payrolls, contracts, deeds, leases and acquisitions whether real or personal property with the exception of certain business transactions conducted by departments of county government pursuant to state law.
7. Authorizes the filling of vacant positions and approves or disapproves salary adjustments; approves collective bargaining agreements; adopts and revises the county personnel rules and the classification and pay plans.
8. Appoints members to county boards, committees and commissions.
9. Supervises all county property; provides for the construction, repair and usage of county buildings; awards all bids.
10. Establishes, vacates or alters county roads within the county.
11. Directs expenditure of funds for promotion of county resources including recreational and industrial development.

12. Meets with officials from cities within the county, adjoining counties, state and federal government officials in matters of coordination, cooperation and matters of policy at various levels of government and for the purpose of agreements relating to land and water uses, cooperative projects, and matters of mutual interest; meets with various boards and organizations in matters of local interest; meets with members of the public to explain county functions and answer questions.

KNOWLEDGE, SKILL AND ABILITY REQUIRED OF THIS POSITION

Thorough knowledge of county government organization, powers and functions and relationships with other governmental jurisdictions; thorough knowledge of the principles and practices of public administration, particularly as applied to the management of diversified county governmental services; thorough knowledge of the principles and practices of public budgeting, finance, reporting and personnel management; considerable ability and skill in establishing and maintaining cooperative and harmonious working relationships with county administrative officials and employees, representatives of business and government organizations and the general public; ability to appraise the quality of varied municipal services through inspection and review of work reports and to develop and effectively initiate improvement in management methods; ability to speak effectively before varied groups.

QUALIFICATIONS

Elected position. Must possess the requirements of the position of County Commissioner as set forth in ORS 204.016.

SUPERVISORY CONTROLS OVER THIS POSITION

Works with the responsibility directly to the electorate.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

Work is primarily performed in an office environment with physical demands of bending, hearing and speaking conversations, kneeling, lifting up to 50 pounds, pulling, pushing, reaching, sitting, standing and walking. A considerable amount of driving is required.