

LANCASTER COUNTY OPERATIONS MANAGER

NATURE OF WORK

This is responsible administrative work participating in the overall direction and coordination of the County Attorney's department.

Work involves responsibility for facilitating departmental management by performing a variety of administrative responsibilities. Work includes developing improved methods and procedures for department operation; developing improvements in administrative planning and organization, work flow and cost controls; participating in the preparation and administration of the budget; and overseeing personnel actions relating to employees within the department. General supervision is received from the department head with work being reviewed in the form of written reports and results received. Supervision is exercised over subordinate support staff.

EXAMPLES OF WORK PERFORMED

Examines existing departmental operations and recommends necessary improvements in administrative planning and organization, work flow, reporting structures and cost controls.

Compiles and analyzes statistical data in the preparation and administration of the annual budget; reviews and approves budgetary expenditures.

Develops and maintains a variety of statistical and operational reports and procedures; prepares special analyses and reports, making recommendations as required.

Administers the personnel system within department; consists of processing personnel actions and advising supervisors on personnel matters as required.

Develops and maintains filing, accounting, and data processing systems; coordinates new systems with current procedures.

Resolves routine departmental problems in accordance with established departmental policies and procedures.

Relieves department head of designated administrative duties pertaining to the operation of the department.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of the principles of management and organization.

Considerable knowledge of the principles, methods, and practices of County finance, budgeting and accounting.

Considerable knowledge of organizational and administrative policies and procedures.

Ability to analyze administrative problems and situations and to present appropriate facts and recommendations concisely in written or oral form.

Ability to establish and maintain effective working relationships with County officials, other employees, and the general public.

Ability to communicate effectively both orally and in writing.

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with major coursework in public or business administration or related field or any equivalent combination of training and experience that provides the desirable knowledge, abilities, and skills.

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