COOS COUNTY JOB ANNOUNCEMENT

Business Operations Manager – Board of Commissioners

$4,842 - $5,893 per month

The Coos County Board of Commissioners is seeking an experienced, highly organized administrative professional to manage the daily operations of the Board of Commissioners' Office. The ideal candidate will demonstrate exceptional judgment, discretion, and communication skills, with the ability to work independently and manage competing priorities.

DEPARTMENT: Board of Commissioners Office

GENERAL STATEMENT OF DUTIES: Please refer to the attached position description.

APPLICATION PROCEDURE: Coos County Application **REQUIRED.**

Apply to: Coos County Human Resources Department, Courthouse

By mail: 225 N. Adams Street
Coquille, OR 97423
By fax: (541) 396-1012
By email: humanresources@co.coos.or.us

CLOSING DATE: **OPEN UNTIL FILLED**

****Coos County is an Equal Opportunity Employer****

Posted: Coquille Courthouse CHW Building
Email all Coos County Employees
County Website

NOTE: Under provision of the Immigration Reform and Control Act of 1986, Coos County requires that any person hired or rehired to provide evidence of identity and eligibility for employment.

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Coos County Board of Commissioners
217 N. Adams St
Coquille, OR 97423

DESCRIPTION OF POSITION

Revision Date: **10/27/2026**

1. Classification Title: Business Operations Manager

2. Working Title: Business Operations Manager – Board of Commissioners' Office

3. Department: Board of Commissioners

4. Pay Grade: 780

Position Is: Full Time ☒ Part Time ☐ Extra Help ☐

Seasonal ☐ Other_____

Excluded from Bargaining Unit? Yes ☒ No ☐ AFSCME

Eligible for Overtime? Yes ☐ No ☒

5. **What is the purpose of this position?**

Provides primary confidential administrative support to the Board of Commissioners. Performs a variety of complex administrative duties requiring considerable independence, sound judgment, discretion, and a thorough understanding of County operations and procedures. Coordinates the day-to-day administrative operations of the Board's office, prepares and maintains official records, and serves as a liaison between the Board, County departments, other agencies, and the public.

6. **Essential functions of position. (Reason position exists is to perform these functions)**

- Independently coordinates and manages the day-to-day administrative operations of the Board of Commissioners' office, including establishing work priorities, managing deadlines, responding to inquiries, and ensuring timely completion of assignments and Board directives.
- Attends regular and special Board meetings, public hearings, and other proceedings as assigned; records official actions and significant discussions, and prepares and maintains official meeting minutes and records in accordance with applicable requirements.
- Coordinates the Board's administrative schedules, meetings, appointments, and related activities, ensuring appropriate communication and preparation of necessary materials.
- Prepares agendas, correspondence, notices, and other documents on behalf of the Board of Commissioners, including communicating Board actions and decisions to Department Heads and the public as directed.
- Coordinates documents requiring Board approval or signature and follows up to ensure timely completion.
- Tracks assignments and directives issued by the Board to County departments and follows up on outstanding items as necessary.
- Prepares and maintains packets and supporting documentation for Board meetings, hearings, and other proceedings, incorporating additional information as received.
- Prepares appointment orders for County committees, boards, special districts, and other entities as directed.
- Maintains records and tracks expiration dates for committee appointments, special district appointments, contracts, agreements, and other matters requiring Board attention.
- Receives, processes, routes, and maintains confidential documents and records in accordance with applicable requirements. Maintains strict confidentiality regarding sensitive County matters,

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including personnel issues, labor relations, legal matters, and information discussed in executive sessions.

- Prepares and distributes public notices for special meetings and other Board proceedings, including required notifications to the media.
- Prepares vouchers, processes financial transactions, and maintains bookkeeping records for department accounts.
- Assists in the preparation and administration of the department budget and monitors expenditures. Maintains departmental personnel and payroll records as assigned.
- Prepares complex reports, coordinates special projects, and performs a variety of administrative and office support duties.
- Serves as a liaison between the Board of Commissioners, County Department Heads, other agencies, and the general public. Responds to inquiries, coordinates communications, and exercises independent judgment in handling routine administrative matters within established policies and procedures.
- Coordinates departmental purchasing activities and oversees purchasing card transactions and related records.
- Prepares monthly billings to County departments and outside agencies.
- Maintains accounts payable and accounts receivable records, including processing and tracking payments and receipts.

7. **Supervision.**

Works under the general direction of the Board of Commissioners, exercising considerable independence in organizing work, establishing priorities, and carrying out daily administrative responsibilities. Expected to exercise sound judgment, resolve routine administrative matters, and recognize when issues require the attention or direction of the Board.

8. Working conditions of position.

Office located at 217 N. Adams Street, Coquille. 40 hours per week during normal office hours of 8:00 a.m. to 5:00 p.m., Monday through Friday. Position may require some stooping, bending, reaching, and lifting of up to 25 pounds. May require occasional travel within Coos County and throughout Oregon to attend meetings or training.

9. **List required special skills, licenses, certificates, etc.**

- High school diploma or equivalent and a minimum of three (3) years of progressively responsible office or administrative experience requiring independent judgment, strong organizational skills, and the ability to manage multiple priorities.
- Preference may be given to candidates with experience in public sector administration, particularly local government operations, and to candidates with postsecondary education, including a Bachelor's degree in business administration, public administration, or a related field.
- A high level of discretion and the ability to maintain confidentiality are essential. Must demonstrate the ability to handle sensitive and confidential information responsibly and exercise sound judgment in matters involving County officials, employees, and the public. A confidentiality agreement will be required. Employment may be contingent upon successful completion of a background check.
- Must be proficient in Microsoft Word, Excel, and Outlook, with the ability to prepare, edit, organize,

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and maintain documents, spreadsheets, correspondence, and records accurately and efficiently.

- Requires excellent written and verbal communication skills, including knowledge of business English, grammar, spelling, and punctuation. Must be able to prepare professional correspondence, meeting minutes, reports, and other official documents with accuracy and attention to detail.
- Ability to work independently, establish priorities, manage competing deadlines, and exercise sound judgment in carrying out administrative responsibilities with minimal supervision.
- Ability to understand, interpret, and apply County policies, procedures, and applicable laws and regulations relating to assigned duties.
- Must be able to accept direction, work cooperatively with the Board of Commissioners, and adhere to County policies, professional standards, ethical requirements, and confidentiality obligations.
- Must demonstrate excellent customer service skills and the ability to communicate professionally, courteously, and effectively with elected officials, Department Heads, employees, outside agencies, and members of the public.
- Ability to establish and maintain effective working relationships, exercise tact and diplomacy, and handle sensitive or difficult situations with professionalism and discretion.
- Ability to represent the Board of Commissioners and Coos County in a professional and positive manner when interacting with employees, public officials, outside agencies, and the community.

10. Is operation of motor vehicle required? Yes ☐ No ☒

11. **List equipment, tools, machines used in performance of duties.**

Computer and related software, telephone, copier, scanner, recording equipment, and other standard office equipment.