

Champaign County Job Description

Job Title: Director of Operations

Department: Circuit Clerk

Reports to: Circuit Clerk

FLSA Status: Exempt

Grade/Range: J

Prepared Date: January 2016

SUMMARY Performs non-management work to assist fluid, effective, and efficient operations of the Circuit Clerk's Office; performs related work as required.

ESSENTIAL DUTIES and RESPONSIBILITIES include the following. Other duties may be assigned.

As appropriate and as delegated, assists and acts in a confidential capacity to the Department Head and chief deputy department head with:

- Implementing policies and procedures, including practices that help ensure that policies and procedures are being followed by staff;
- Overseeing the efficient utilization of staff scheduling;
- Overseeing the efficient utilization of facilities and equipment;
- Developing programs, systems and reports in support of carrying out the goals and duties of the Circuit Clerk's Office;
- Liaising with various groups and county departments;
- Recommending items for consideration related to short-term and long-term planning;
- Maintaining training procedures and documentation;
- Preparing financial and operational reports for the Department Head, deputy to the Department Head, County Board, Auditor's Office, State offices, and the outside auditor;
- Performing purchasing and payment tasks;
- Maintaining personnel files, payroll records, timekeeping records;
- Facilitating the recruiting, interviewing, and onboarding processes;
- Preparing bi-weekly payroll.

Works independently on continuing assignments or projects.

SUPERVISORY RESPONSIBILITIES Provides oversight and work delegation of up to 40 people. Responsibilities include assisting with interviewing, hiring, and training employees; planning and assigning work; establishing and maintaining a high-level of efficiency; helping to ensure ultimate efficiency and implementation of office's policies and procedures.

QUALIFICATIONS to perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE Completion of at least a Bachelor's Degree preferably in business or public administration and two (5) years of experience in administrative or managerial work in government, including experience in a supervisory capacity; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

LANGUAGE SKILLS Ability to write reports, business correspondence and policy and procedures and recommendations. Ability to effectively present information and respond to questions from individuals, groups and the general public and staff.

MATHEMATICAL SKILLS Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages and wage rates.

REASONING ABILITY Ability to solve practical problems and deal with a variety of variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS as required.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel; and talk; or hear. The employee is occasionally required to stand; walk; and reach with hands and arms. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Normal office conditions. The noise level in the work environment is quiet to moderate.