



METCOM 9-1-1

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POSITION DESCRIPTION

Position Title: Business Manager, Assistant to the Executive Director

Supervision Received: Work is performed under the direction of the Executive Director

Supervision Exercised: Supervision is not typically assigned to this position. However, the Business Manager is required to provide training and orientation to new assigned personnel on a periodic basis.

Position Overview: Under the supervision of the Executive Director, the Business Manager will oversee the general business administration of the Agency by effectively managing the operation of the general administrative activities such as; coordinating and processing tape requests, meeting scheduling, accounting and financial budgeting, duties associated with payroll, budget reports and accounts receivable and payable. This position will support the Executive Director in planning, organizing, staffing, directing, controlling the activities of the Communication Center and may assume some duties and responsibilities of the Executive Director in their absence. The Business Manager will recommend and assist in the implementation of the Center's goals and objectives, supervise the hiring, training and scheduling of training for Communication Center staff. At the direction of the Executive Director, the Business Manager will also administer special projects, reports, budget input, and assist in development and implementation of policies and procedures. This position requires the ability to maintain confidentiality; maintain valid driver's license, current vehicle insurance and comply with all laws that govern motor vehicle use in Oregon. The Business Manager position is considered public sector and exempt.

Distinguished Characteristics of Position: An employee in this classification performs highly responsible administrative duties in support of the Executive Director. The work requires the handling of sensitive and confidential information; considerable contact with elected officials and the general public; and an extensive knowledge of the Agency's operations. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies within the work unit.

Work Environment: Work is performed at METCOM offices generally during regular business hours of Monday through Friday with availability to work outside standard office hours as needed. This position will travel as necessary for meetings, training, and other responsibilities.

MARION AREA MULTI-AGENCY EMERGENCY TELECOMMUNICATIONS

1060 Mount Hood Avenue, Woodburn, Oregon 97071

Phone (503) 982-2340 Fax (503) 982-2375

Qualifications:

1. No Criminal History with the ability to pass a background check
2. Valid Driver's License and Proof of Vehicle Insurance
3. Education – High School graduate or equivalent
4. High level skills in listening and communication.
5. Basic to intermediate level of computer knowledge and experience.
6. Willingness to conform to quality control of work and accept feedback.
7. Display a positive and supportive attitude with people of all backgrounds and abilities.
8. Commitment to comply with confidentiality requirements and police policies.
9. Comfortable working within a public safety environment which sometimes involves people-related emergencies and crisis conflict management.
10. Experience - Three (3) years' experience with similar responsibilities and training that would likely provide required knowledge, skills, and abilities. College degree or technical institute certificate in accounting preferred.
11. Experience – At least three (3) years demonstrable experience in human resource management including knowledge of state and federal applicable laws.
12. Experience – At least three (3) years demonstrable experience administering a collective bargaining agreement
13. Ability to effectively execute basic office skills such as proficiencies in typing, filing, organizational skills, high degree of attention to detail, and use of oral and written English communication in the performance of duties and responsibilities.
14. Substantial experience, knowledge and understanding of the operations, facilities and systems necessary for the delivery of public safety emergency and non-emergency communications services.

Essential Job Function: Analyze and coordinates the day to day office operations of the Communication Center; develops office forms, agency-wide policies and procedures, and performs administrative tasks involving scheduling appointments and training, planning and executing meetings, processing payroll, accounts payable, accounts receivable, file management and retention, personnel, budgeting and facilities as directed by the Executive Director. The Business Manager will assist the Executive Director in a wide range of duties of an advanced, complex, or sensitive nature requiring sensitivity and confidentiality.

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Additional Duties may include, but are not limited to the following:

1. Direct the flow of correspondence, delivery and pick-up of Agency documents or mailing and performs other errands as directed.
2. Maintain inventory and proper records of office supplies and arranges for the necessary purchase or repairs of office equipment.
3. Maintain vendor and contract files; maintain DUNS and SAM accounts for the Agency.
4. Reviews, recommends, develops, and implements changes in agency-wide policies, procedures and practices based on the need for office efficiency and fiscal controls.
5. Facilitate invoicing.
6. Review and produce phone and CAD reports as needed.
7. Manage revenue collection and banking needs.
8. Will recommend and assist in the implementation of the Center's goals and objectives, supervise the hiring and scheduling/documentation of training for Communication Center staff.
9. Coordinate with the Dispatch Supervisor the training and professional development needs for staff; schedule training, seminars, conferences, travel arrangements as needed, and notifies appropriate staff of itineraries and appointments.
10. Attend agency meetings as directed and scribe accurate minutes and meeting notes. Type minutes in final format and distribute to group members.
11. Assist with preparing the annual budgets and expenditures of budgetary funds under the supervision of the Executive Director; review monthly financial detail reports and budget reports with the Executive Director; consult as needed with other Agency management personnel in matters related to fiscal, budget or payroll. Serve as Administrative Secretary for boards and Budget Committee including scheduling, preparing notifications, posting of meetings, preparing and distributing meeting agendas, materials and reports; and recording, preparing, distributing meeting minutes.
12. Assist with the preparation of financial reports and schedules needed for annual financial audits.
13. Compile and analyze data, prepare regular and special reports, and conduct research or other assistance requested including those relating to CBA negotiations.
14. Assist the Executive Director with Grant awards, distributing and reporting requirements.
15. Facilitate human resource management for the Agency to include insurance benefits, workers compensation reporting and other leave request reporting requirements.
16. Provides assistance to the Executive Director as necessary during major incidents such as floods, earthquakes or hazardous materials incidents.

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Physical Demands: Sit at a desk for extended periods of time; Occasionally walk, stand, or stoop; Occasionally lift, carry, push, pull, or otherwise move objects weighing up to 20 pounds; Use tools or equipment requiring a high degree of dexterity; Work for sustained periods of time maintaining concentrated attention to detail. Must meet all physical standards as set forth by the State of Oregon to include visual acuity, hearing, speaking and basic physical health that provides the stamina to perform the duties of the position for long periods of time.

Accommodations may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

Training and Job Preparation:

Orientation, continued education such as trainings, seminars, and conferences.

Dress Code: Business Casual

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