



## SENIOR MANAGER

**CLASS SUMMARY:** This is the second-level in the general management series and is distinguished from the first level by the responsibility for a large division or programmatic area within a department, typically encompassing broad or multiple functions, programs and/or services, and participation in department wide planning and prioritizing of programs and goals. Incumbents are responsible and accountable for allocating division resources and funds and collaborating with other divisions, departments and outside agencies to ensure implementation of programs and services. The management of activities and operations is typically achieved through direct supervision of managers and supervisors or coordinators.

**TYPICAL CLASS ESSENTIAL DUTIES:** (These duties are a representative sample; position assignments may vary.)

1. Supervises staff within a large division or programmatic area within a department to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and making hiring, termination, and disciplinary recommendations.
2. Provides oversight and directs the operations of an assigned division or large programmatic area within a Department, which includes planning, implementing, coordinating, and evaluating programs, projects, processes, procedures, systems, standards, and/or service offerings; interprets and oversees compliance with Federal, State, and local laws, regulations, codes, and/or standards.
3. Directs and reviews the analysis of management information; formulates recommendations based on findings; manages priorities, work processes, and procedures; ensures adherence and compatibility with organizational goals, objectives, and strategic initiatives.
4. Directs the research, interpretation, updating, and maintenance of a variety of records, databases, and logs.
5. Manages and participates in the preparation, review, and submittal of a variety of reports, reconciliations, work papers, promotional efforts, communications, schedules, tables, and/or statements to and from internal departments, financial institutions, governmental entities, and external agencies.
6. Participates in/on a variety of task forces, meetings, committees, and/or training sessions; develops partnerships and interagency initiatives.
7. Responds to requests for information and provides subject matter expert guidance to other departments, consumers, the general public, and/or outside agencies. Performs administrative oversight of agreements, contracts, grants, and/or regulatory compliance issues.

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| 8.  | Researches and communicates the impact of potential legal or regulatory changes on the organization.                          |
| 9.  | Develops and administers division budgets; approves expenditures; reviews financial statements; manages financial operations. |
| 10. | Performs other duties of a similar nature or level.   |

**Knowledge of** (position requirements at entry):

- Supervisory principles;
- Managerial principles;
- Culturally competent practices;
- The role that culture plays in work relationships, operations and dynamics;
- Public administration principles and practices;
- Program development and administration principles and practices;
- Advanced principles and practices in assigned area of responsibility;
- Applicable Federal, State, and local laws, rules, regulations, codes, and/or statutes;
- Policy and procedure development practices;
- Project management principles;
- Budget development and administration principles;
- Principles and practices of grant and/or contracts administration.

**Skills in** (position requirements at entry):

- Monitoring and evaluating subordinates;
- Delegating and prioritizing work;
- Preparing and presenting reports and information;
- Reading, comprehending, and reviewing financial information;
- Making program decisions based on financial considerations;
- Adapting to rapidly changing environments;
- Solving problems;
- Monitoring legal and regulatory changes;
- Creating a culturally inclusive work environment;
- Mediating and resolving conflict;
- Working effectively with clients, co-workers, employees and supervisors from diverse backgrounds;
- Gathering, interpreting and behaviorally adapting to cultural contexts;
- Communication, both verbal and written, sufficient to exchange or convey information and to receive work direction;
- Conducting negotiations;
- Developing and implementing strategic plans;
- Developing, implementing, and applying policies and procedures;
- Preparing and administering budgets;
- Conducting research;
- Analyzing processes and making recommendations for improvement;
- Using computers and related software applications.

**Training and Experience** (positions in this class typically require):

Bachelor's Degree and six years of progressively responsible experience related to area assigned, including supervisory experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. Some positions may require a Master's Degree, Juris Doctorate, or Medical Doctorate specific to area assigned.

**Licensing Requirements** (positions in this class may require):

- Oregon Driver's License;
- Licensure or certification related to the area assigned.

**Physical Requirements:**

- Positions in this class typically require: reaching, grasping, feeling, talking, hearing, seeing, and repetitive motions.
- Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.
- Incumbents may be subject to travel.

**NOTE:** The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

**Classification History:**

Draft prepared by Fox Lawson & Associates LLC (LM,KLR) Date: 7/06  
Classification and grades (Job Codes N2021, N2022, N2023, N2024, and N2025) approved on December 13, 2006 by Lane County Board Order 06-12-13-3.  
FLSA Status: Exempt