

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 work of considerable difficulty in supervising the operations of various divisions within the Circuit Clerk's Office; performs related work as required.

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

Assigns and supervises division supervisors;

Implements policies and procedures; provides initial stages of disciplinary process and counsels Circuit Clerk and Chief Deputy on additional stages of disciplinary process;

Oversees the efficient utilization of staff, facilities and equipment;

Directs and coordinates the functions and organizational structure of divisions;

Develops programs, systems and reports to assist in carrying out the goals and duties of the Circuit Clerk's Office;

Assists the Chief Deputy in liaising with various groups and county departments;

Administers and analyzes plans of responsibility for multiple divisions;

Implements practices and ensures that policies and procedures are being followed by divisions;

Directs and recommends long-term planning for various divisions;

Recommends hires and promotions; directs, evaluates and manages appeals of employment decisions for all assigned positions;

Establishes and maintains division training procedures;

Establishes and maintains proper communication between all division supervisors and staff.

Prepares bi-weekly payroll.

SUPERVISORY RESPONSIBILITIES Provides direction and supervision of at least 25 employees. Carries out supervisory responsibilities in accordance with the collective bargaining

agreement, the County's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems; establishing and maintaining a high-level of efficiency; providing direction to department supervisors 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 (2) 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.