

COLUMBIA COUNTY, OREGON
JOB DESCRIPTION: **CCDA ADMINISTRATOR**
DATE: 02/27/2013

EXEMPT (Y/N):	Yes	JOB CODE:	CSC
DEPARTMENT:	Finance	CLASSIFICATION:	029
SUPERVISOR:	Finance Director	SALARY RANGE:	E02
UNION (Y/N):	No	LOCAL:	NA

GENERAL STATEMENT OF DUTIES: Administer the activities involved in the efficient and smooth running of the Columbia County Development Agency (CCDA). Assure compliance with all aspects of CCDA administration. Assure timely and accurate preparation of required reports as well as compliance duties. Do related work as required.

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

Plan, organize and administer activities of the CCDA, including managing required public meetings of the CCDA Board and meetings with CCDA partners as established in relevant Intergovernmental Agreements (IGAs) and maintaining the central files of the district.

Work with County Counsel and outside counsel to provide CCDA Board with appropriate and timely legal counsel as needed. Coordinate with other County departments in relation to urban renewal projects.

Assure all aspects of CCDA compliance and fiscal activities are in order including preparation of the annual budget consistent with Local Budget Law, track debt payments and schedules and update annual CCDA financial projections.

Maintain current knowledge and comprehension of laws and rules concerning urban renewal districts and enterprise zones. Under the direction of the Director, confer with officials from other counties and the State for the purpose of coordinating programs and uniform procedures and obtaining information related to new laws and legal opinions.

Assure that financial data, contracts and other items approved by CCDA are efficiently and accurately tracked. Manage the preparation of annual financial reports for the CCDA.

Track compliance with Intergovernmental Agreement (IGA) requirements. Maintain compliance files as required. Develop a comprehensive filing system and records on all CCDA documents. Develop and maintain a high degree of knowledge and understanding of all regulatory and statutory requirements in the fiscal administration of the CCDA.

Attend meetings and conferences as required.

Follow all safety rules and procedures established for work areas. Comply with all County policies and procedures.

SUPERVISORY RESPONSIBILITIES: : Supervision of employees is not a normal responsibility assigned to this position.

SUPERVISION RECEIVED: Work under the general supervision of the Director of Finance and Taxation who provides policy and administrative direction and reviews performance.

QUALIFICATION REQUIREMENTS: 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Bachelor's degree in relevant field plus five years of progressively responsible experience in areas of essential duties or an Associate's degree plus ten years of progressively responsible experience in areas of essential duties. Any satisfactory combination of experience and training which demonstrates the ability to perform the above duties may be accepted.

KNOWLEDGE, SKILL AND ABILITY: Considerable knowledge relevant Oregon law, compliance norms, accounting principles and practices. General knowledge of office practices and procedures. Familiarity with the use of personal computers and business software such as word processing with an extensive knowledge of spreadsheet applications.

Ability to maintain effective working relationships with fellow employees, supervisors, other agencies, County officials and the general public. Ability to perform detailed work involving written or numerical data and to make arithmetical calculations rapidly and accurately. Ability to act independently in the absence of supervision and instructions. Ability to prioritize and accomplish quickly and efficiently a large number of diverse tasks. Ability to communicate effectively both verbally and in writing.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimal, involving the movement of files, books, equipments, etc. seldom exceeding 20 pounds.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

General office environment.