

CLASSIFICATION ADDENDUM

Job Title: Service Bureau Manager

Classification Specification: Senior Manager/Program Manager

Barg Unit: Non

Pay Grade: D63

*This classification **addendum** further clarifies job specific duties and requirements of a job within a particular classification. Note: The classification specification document is to be referenced and this document utilized as the addendum (supplement). It is intended to provide additional information, where needed, and is not intended to provide an exhaustive list of duties and responsibilities; specific position assignments will vary depending on business needs.*

Essential Characteristics and Duties Addendum

The Services Bureau Manager is a non-sworn position and has administrative control and operational command for civilian functions in a department. Performs complex analytical and administrative duties including budget preparation and grant administration; supervises staff; may be responsible for operation of enterprise programs; serves as liaison with other departments, program representatives, agencies, and members of the community; conducts long-range planning in coordination with internal and external departments/agencies; administers contracts; ensures compliance with laws, regulations, codes, and/or standards; provides information, training, and technical assistance; prepares complex technical materials; analyzes and presents a variety of information; makes recommendations; participates as a member of the department Management Team; may represent the department or act in the absence of the Department Director. Performs related duties as assigned.

Qualifications Addendum

An entry-level person would be expected to possess the following or any equivalent combination of knowledge, skills, education and experience in order to successfully perform the job.

Training & Experience:

- In the field of business, public administration, or related with progressively responsible experience in business administration and/or program coordination relevant to the area of assignment, including management experience.

Licensing Requirements:

- A valid Oregon driver's license at time of appointment.

Knowledge:

- Principles and practices in medical billing and compliance (Fire position);
- Police department operations and functions (Police position);
- Applicable Federal, State, and local laws, rules, regulations, codes, and/or statutes.

Skills: *(Demonstrated skill in performing the following)*

- Adapting to rapidly changing environments;
- Developing, evaluating, recommending, and implementing processes and procedures;
- Learning operations unique to the department and the City.

Qualification For Grade Progression: N/A

Physical Requirements Addendum

Sedentary Work as defined in the classification specification. Further definition of the physical requirements of the position can be found in a job task analysis. Travel as required.
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Addendum History

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