

Business Manager



Columbia River Region

The Columbia River Gorge is home to the National Scenic Area and year-round recreational opportunities including hiking, biking, camping, kayaking, wind surfing, rafting, skiing, snowboarding, - the list is endless. Indoor options include world-class museums, wine tasting, and suburb dining.

The Gorge is close to Portland and the International airport and metropolitan activities. Portland is less than two hours away and offers shopping, professional sports venues and wonderful cultural events.

The communities is home to Columbia Gorge Community College, two hospitals, movie theaters, a many youth activities.

The region has a diverse workforce including technology, aviation and a large workforce supporting agricultural across the region.

Northern Oregon Regional Corrections (NORCOR)

NORCOR is a regional correctional facility serving Wasco, Sherman, Gilliam, and Hood River Counties for both youth and adults for in custody services.

NORCOR is a unique to Oregon as the only intergovernmental entity designated at the local correctional facility for both youth and adults. NORCOR is funded Through county subsidies of the member counties and through contracts with county, state, and federal entities. Each of the four partnering counties has a representative to the NORCOR Board of Directors, which is the governing board of the organization.



NORCOR employees approximately 65 employees with the Business Manager serving as a member of a Management Team. This position plays a key role in the fiscal management, Human Services, and policy direction for shared services within the organization. This position supervises the Medical team, IT services, Finance Department and Facility maintenance.

The Management Team is responsible for developing a leadership Mission and Director for the NORCOR Facility.

NORCOR Compensation & Benefits

- \$80,000 to \$107,000/YR (based upon 40 hours a week)
- Medical, Vision, and Dental Coverage
- Generous vacation and administrative leave (23 hours per month)
- 9 holidays
- Oregon PERS Retirement Plan

Northern Oregon Regional Correctional Facility
201 Webber Street/211 Webber Street
The Dalles, OR 97058

Business Manager - [Click Here to Apply](#)

Job Description

POSITION TITLE

Business Manager

REPORTS TO

NORCOR Board of Directors

POSITION SUMMARY

The Business Manager for the NORCOR Facility reports directly to the NORCOR Board of Directors for the administrative services and business operations of the NORCOR entity. This position provides overall development and management of the financial and human resources of NORCOR, and makes recommendations and implements policies to ensure NORCOR adheres to all state and federal finance, labor, and administrative regulations. The Business Manager provides subject matter expertise and facility recommendations to the Board of Directors to ensure compliance with all local, state, and federal laws and regulations.

This position is responsible for contracting, lease management, and general maintenance for NORCOR facilities. In collaboration with the Jail Manager and the Detention Manager, the Business Manager provides leadership in implementing best practices with regards to public contracting, public financing, and government human resources. It is the responsibility of this position to represent the NORCOR Board of Directors and to provide outreach and community education. This includes building a strong community network to ensure that the NORCOR Facility remains updated on community expectations.

The position of business manager is a co-equal member of the NORCOR Executive Management Team.

QUALIFICATIONS:

The candidate must meet the requirements of the NORCOR Board of Directors for all member counties. The candidate must demonstrate at least six (6) years of experience in human resources, finance, public administration, or public affairs. A career record of increasing responsibility as an administrator or manager of a governmental or non-profit agency is highly desired. Bachelor's degree or equivalent training and work experience demonstrating expertise in management, financial management, and/or human resource knowledge with a minimum of four (4) years direct management experience in an agency with at least a \$1 million dollar annual budget. Any satisfactory combination of experience, training and education may be substituted and considered.

DUTIES AND RESPONSIBILITIES

- Participates in regularly scheduled Management Team meetings with the Jail Manager and Detention Manager.
- Provides leadership for the management and operations of the shared services for the NORCOR facility. Shared services are defined as human resources, finance department, medical staff, maintenance, information services, and all sub-contracts.
- Performs the duty of Human Resources for the NORCOR organization and provides assistance and guidance to the Jail Manager and Detention Manager in situations that arise from the individual departments.
- Designated Equal Employment Opportunity (EEO) Officer for the organization; maintains affirmative action program, files EEO-1, maintains other records, reports and logs to conform to EEO.
- Develops and approves the necessary policies and protocols for the administrative functions of the NORCOR Facility.
- Responsible for the annual budget process. Regularly presents to the NORCOR Board of Directors on the financial status.
- Provides financial leadership with the Jail Manager and Detention Manager.
- Seeks opportunities for revenue and management of expenses.
- Assists the Detention Manager and Jail Manager in contracting opportunities as the subject-matter experts.
- Participates in Management Team to ensure the alignment of policies and practices with the Collective Bargaining Agreement and state and federal labor laws.
- In collaboration with the NORCOR management team, the Business Manager is responsible for the selection, training, supervision, performance evaluation, and any disciplinary outcomes for the shared staff of the NORCOR facility.
- Represents the NORCOR Facilities in community meetings and events on behalf of the NORCOR Board of Directors. This person can represent NORCOR at affiliate meetings in collaboration with the Jail Manager and Detention Manager.
- Coordinates with NORCOR oversight committees for the purposes of press releases, community campaigns, and public information requests.
- Performs all other lawful assignments directed to the Business Manager by the NORCOR Board of Directors.
- Maintains skills and updates in the field of business organizational best practices and legal updates with regards to public contracting, public financing, and government human resources.

SUPERVISORY RESPONSIBILITY

The Business Manager is responsible for the supervision of the NORCOR shared services. This includes hiring, training, performance evaluations, and any potential disciplinary actions. The Business Manager works in collaboration with the Detention Manager and Jail Manager for any management level shared services position.

This position also works in collaboration with the Sheriffs' Advisory Committee and the Juvenile Directors Oversight Committee, for hiring, supervising and potential disciplinary actions for the respective managers. This position will support the Sheriffs' Advisory Committee and the Juvenile Directors' Advisory Committee to write performance evaluations for the Jail Manager and the Detention Manager.