

**Lane County - Service Option Sheet - FY 19-20 Adopted**

**SOS C9:** **Operations Admin**  
**Dept:** CAO Operations - Operations Admin  
**Contact:** Greg Rikhoff 541-682-6262

**Service Category: General Government**

<b>Mandate</b>	<b>None</b>	Related	SHALL
<b>Leverage</b>	<b>None</b>	Some	HIGH

**Executive Summary**

Provides director-level leadership, oversight and management for the County's Intergovernmental Relations and Parole & Probation division. Responsible for directing County Operations, which includes Financial Services, County Clerk, Mailroom, Warehouse and Capital Construction and Planning. Provides County-level leadership in the absence of the County Administrator.

**Service Descriptions**

	Revenue	Expense Total	General Fund	FTE
<b>Adopted Budget Total</b>	\$243,916	\$278,149	\$34,233	1.00

Works with management level staff in the development and implementation of Equity & Access policies and initiatives, Economic Development outreach, projects and fund management, Legislative Committee items at the county, local state & federal levels, and Parole and Probation mandated supervision services. Provides direction to the manager of Financial Services - payroll, accounts payable and receivable, cash and investment management, debt management, purchasing, financial reporting, warehouse and mailroom. Provides direction to the County Clerk - record retentions, property tax relief appeals, filing and indexing of deeds & mortgages of real property, voter registration, administration of scheduled elections and related candidate, measure and initiative filings. Provides oversight for the County's Capital Improvement and Construction planning and projects.

**State/Federal Mandate**

None

**Leverage Details**

The General Fund portion of this program leverages the following:

_____ \$0	back to the Discretionary General Fund
_____ \$0	into other non Discretionary County Funds
_____ \$0	directly to community members (child support payments)