

**Lane County - Service Option Sheet - FY 20-21 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. Provides County-level leadership on interdepartmental initiatives such as the coordination of the funding efforts for a new courthouse and justice center and the coordination of the communities' engagement on shelter, housing and behavioral health.

**Service Descriptions**

	Revenue	Expense Total	General Fund	FTE
<b>Adopted Budget Total</b>	\$255,292	\$317,643	\$62,351	1.50

Added 0.5FTE for admin support. The director works with management level staff in the development and implementation of shelter, housing and behavioral health policies and initiatives, local relations, community development outreach 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)