



Director of Management Operations

Department: Commissioners

Revised: April 22, 2025

DESCRIPTION

The Director of Management Operations of Lycoming County Government, an organization which consists of nine service departments, seven Elected Officials (Row Officers), the Courts, and the Prison Services, assists the Commissioners in coordinating and executing County Government functions. Working in coordination with a County Leadership Team, will act as Deputy Chief Clerk; areas of operations include the activities of County departments reporting directly to the Commissioners; coordinating closely with the Court Administration, Row Officers, and the Planning Commission on areas of mutual interest. Work involves the application of management techniques to resolve problems in a variety of program areas. Work is performed under the general supervision of the Commissioners.

SPECIFIC DUTIES

- Advise department heads in business management practices by providing input and documentation to assist in resolution and action.
- Advises assigned Directors on program deficiencies, needed improvements, and methods to meet established standards.
- Define, implement, and revise operational policies affecting County operations.
- Assist the Commissioners and Departments in developing programs and projects to modernize County government facilities, and in developing and implementing new technology and procedures to enhance support, service, and mission execution.
- Ability to strategically forecast budgetary requirements for all assigned County departments leading to approval from the Office of Budget and Finance.
- Perform as Executive Support lead within the Office of the Commissioners.
- Coordinate County buildings space allocation and maintenance work policies.
- Monitors Contract Database in coordination with assigned County of Lycoming Solicitors, ensuring timely contractual processing.
- Serve as a member of the Loss Prevention Committee. Provide the emphasis to enhance work place safety with all County departments.
- Serves as lead for Right to Know request lead, disseminating to affected parties for action.
- Ensure all state and federal laws and regulations are implemented.
- Coordinate with outside agencies, as directed.

- Participates in the performance of subordinates' work, consistent with operational or organizational requirements.
- Performs the full range of operational supervisory duties to assigned County departments.

SUPERVISORY RESPONSIBILITIES

Director of Management Operations is responsible for the following County Departments: Resource Management Services, Facilities Management, Assessment & Delinquent Taxes, Planning & Community Development, and Public Defender.

WORKING CONDITIONS

Works in normal office surroundings. Subject to local travel and out of town travel.

JOB REQUIREMENTS

- Fully qualified requirements include Bachelor degree, with five (5) years of experience in the areas of labor relations, and administration in government or industry.
- Ability to integrate a variety of staff services to maximize efficiency.
- Ability to relate to all employees.
- Ability to communicate effectively both orally and in writing.
- Competency in use of PC's and general understanding of automation.
- Must submit to and pass drug screening and background check per County policy.

Company Description

County of Lycoming is a county in the U.S. Commonwealth of Pennsylvania and comprises the Williamsport Metropolitan Area. Lycoming is Pennsylvania's largest county by area and is a great place to live and work, offering outdoor adventures, history and culture, and sporting events.

Providing quality customer service to our citizens, business owners and visitors is County of Lycoming's top priority and that starts with our employees.

We offer an award-winning comprehensive benefits package, including generous paid holidays and vacation, a deferred benefit retirement plan, deferred compensation retirement plan availability, affordable medical and dental coverage, innovative wellness programs, extensive professional development opportunities, and more.

County of Lycoming is an Equal Opportunity Employer