

COUNTY OF SOLANO

RECORDING OPERATIONS MANAGER

DEFINITION

Plans, organizes and directs the work of County Recorder's Office functions and manages programs legislatively assigned to the County Recorder.

CLASS CHARACTERISTICS

This single position class is characterized by the responsibility to manage functions legislatively assigned to the County Recorder under administrative direction of the Chief Deputy Assessor/Recorder of Administration. This class is distinguished from that of the Chief Deputy Assessor/Recorder of Administration in that the latter has overall responsibility to plan, organize, and direct the Administrative Division of the County Assessor/Recorder's Office.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Chief Deputy Assessor/Recorder of Administration.

Provides supervision to clerical and supervisory staff.

EXAMPLES OF DUTIES - *Duties may include but are not limited to the following:*

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.

Coordinates daily work activities; organizes, prioritizes, and assigns work; monitors status of work in progress and inspects completed work; confers with assigned staff, assists with complex/problem situations, and provides technical expertise.

Plans, organizes, and directs the work of County Recorder's Office functions, including the Land Record Management Unit, Vital Records Research Unit, Image Management Unit, Customer Service, and Accounting; develops goals/objectives, plans office activities and work projects, and assigns responsibility for carrying out and completing specific projects/duties to unit supervisory personnel.

Administers all revenue programs statutorily assigned to the County Recorder; and conducts extensive research.

Administers a complex Documentary Transfer Tax program; implements statutes and interprets rules, regulations and ordinances established by federal, state, county, and city governing bodies; researches, interprets, and applies chaptered legislation, legal directives, and local ordinances pertaining to fees, recordability elements, transfer tax liability, and other instructions furnished in written, oral, or schedule form; reviews legal documentation provided by clients; serves as lead auditor and monitors the audit of questionable documents.

Prepares financial budgets for County Recorder's Office, including its operational and special revenue fund budgets.

Develops and implements operating policies and procedures affecting the Recorder's Division and institutional and individual clients; coordinates activities of various office units in order to provide designated functions/services with minimum delay and optimum efficiency and accuracy; prepares documentation such as safety rules, operating and maintenance instructions, and procedure manuals.

Responds to, delegates or elevates response regarding inquiries/requests from attorneys, title companies, industry leaders, or elected officials regarding a wide variety of topics, including documentary transfer tax, real estate practice trends, Recorder's Division's policies/procedures, statistical data, and other issues.

Serves as advisor to department management on operational and administrative matters; advises on developments in relationships between the County and other agencies, such as title companies, attorneys, industry leaders, or elected officials; responds to questions from groups of managers, clients, customers, and the public; make presentations as needed.

Prepares reports on office activities required by agency; writes routine reports and correspondence; presents information to top management and other authorities.

Develops agendas and conducts routine/special meetings for dissemination of pertinent information, including changes in or interpretations of laws, codes, programs, policies, and/or procedures; presents information and responds to questions from groups of managers, clients, customers, and the general public.

Directs marriage registration program for non-confidential marriages regarding County licensees; facilitates coordination of state/local birth and death registration programs for Solano County under authority of State Department of Health.

Develops preservation and registration improvement programs for records dating back to 1850 in order for records to be retrievable into the next century.

Develops, implements, and co-directs with Image Management Coordinator operational, preservation, and technological improvement programs; conducts research and development; communicates extensively with outside agencies and vendors in the design/planning of electronic optically engineered systems, processes, and protocols.

Directs the preliminary 20-day notice program; maintains separate index of filed documents to generate form letters when a match occurs, with notice of completions and notification letter mailed to filers.

Performs financial analysis and make a variety of mathematical calculations; verifies property value calculations from information provided; calculates transfer taxes on new/existing financing terms from values provided; calculates recording fees; determines equity and adjusts equities between fractional ownerships; and projects revenues for budget purposes.

Develops and monitors hardware/software refresh program for County Recorder operations; directs and conducts installation of new/upgraded software programs; troubleshoots hardware/software problems; provides technical training to staff in operation of hardware/software systems.

Manages repair/maintenance program for the Recorder's Division; leads design/remodel programs associated with the facility.

Designs exercises and oral boards for employee selection process; conducts interviews and participates in hiring process; makes hiring decisions, with approval of Chief Deputy of Administration.

Coordinates training and evaluation of subordinate staff; reviews performance evaluations written by subordinate supervisors and makes recommendations; conducts or coordinates staff training activities.

Researches and compiles various statistical or administrative data; analyzes data and identifies trends; summarizes data and prepares reports.

Prepares or completes various forms, reports, correspondence, and other documents.

Directs purchasing of office equipment, building supplies, computers, furniture, forms, and supplies; ensures availability of adequate materials to conduct work activities; initiates orders for new/replacement materials.

Maintains a comprehensive, current knowledge of applicable laws/regulations; maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Policies, procedures, and activities of the County and of departmental practices as they pertain to the performance of duties relating to the position.

Laws, ordinances, standards, and regulations pertaining to specific duties and responsibilities of the position; laws and regulations governing recordation of documents affecting land title; knowledge of the effect of land title by recordation of particular documents.

Legal aspects of administration of County Recorder's Office programs and functions; legal terminology, documentation, and financing related to real/personal property.

Principles and practices of management, accounting, budgeting, and personnel administration.

Effective managerial and supervisory techniques.

Effective organizational and operational methods and systems.

Research techniques, practices, and resources.

Computers and software programs typically used for computerized data collection and analysis.

Skills to:

Utilize general office equipment and microfilm/microfiche equipment digital camera, or other equipment.

Ability to:

Comprehend, interpret, and apply laws, regulations, procedures, and other information relating to real property documentation and vital statistics registration.

Implement laws, codes, programs, or policies prescribed by legislative bodies by performing duties personally or through subordinate supervisors.

Interpret and incorporate administrative direction into operational policy and procedure.

Plan, organize, and manage programs and services; formulate, promote, and implement departmental programs, objectives, and goals.

Identify and analyze administrative problems and implement operational changes.

Research and comply with laws, regulations, and professional practices governing program services and operations.

Collect and analyze data to identify needs and evaluate program effectiveness.

Determine and evaluate levels of achievement and performance.

Effectively communicate orally and in writing with people of diverse socioeconomic backgrounds and temperaments; secure cooperation and teamwork among staff members.

Prepare and deliver presentations to management personnel and other groups.

Plan, organize, and prioritize daily assignments and work activities.

Prepare clear/concise fiscal, narrative, and statistical reports and budgets; maintain accurate records and document actions taken.

Experience and Education/Training

Experience:

Four (4) years of advanced-journey level experience processing and recording real property, vital statistics, and other legal documents; of which two years must have been included experience in research/analysis, budget administration, and supervision.

Substitution: A bachelor's degree from an accredited college or university, preferably in Business Administration, Public Administration, or a closely related field may substitute for two years of the required non-supervisory experience.

Experience in a public sector Assessor/Recorder's department is preferred.

SPECIAL REQUIREMENTS

Possession of or ability to obtain a valid Class C California Driver's License may be required.

SUPPLEMENTAL INFORMATION

Independent travel may be required.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require visual perception and discrimination. Some tasks require oral communications ability.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.



Director of Human Resources

Class History Information:

- Class Code: 107150
- Salary Plan/BU: 16
- Civil Service Exempt: Yes
- CSC Approved Date: May 1993
- BOS Established Date: August 1993
- CSC Revision Date(s): February 2003, March 2010
- BOS Substantive Revision Date(s): June 30, 2003
- Previous Title(s): Recordable Document Manager