



Marion County Board of County Commissioners

POSITION DESCRIPTION

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

EXECUTIVE COORDINATOR

Department: Administration

Pay Grade: 109

FLSA Status: Exempt

Job Class: 5085

Risk Code: 8810

JOB SUMMARY

Responsible for providing highly complex and advanced administrative and technical assistance for County Administration in a variety of functions as part of a team of administrative professionals assisting senior county management. This position assists and reports to an Assistant County Administrator and may deal with multiple agencies, boards, and municipalities locally, statewide, and nationally in the performance of their duties.

ESSENTIAL JOB FUNCTIONS

- Coordinates with other team members in the preparation of the agendas for meetings, public hearings, and workshops of the Board of County Commissioners by reviewing and proofreading agenda item submissions from County departments and various agencies.
- Compiles and publishes agendas with supporting documentation to the County's website.
- Coordinates minor editing of videos for meetings, public hearings, and workshops within the agenda software program; prepares and publishes meeting videos to the County's website.
- Attends BCC meetings, public hearings, and workshops for the purposes of taking notes and follows up and tracks progress of action items given to staff by BCC.
- Provides technical assistance and minor troubleshooting related to loading the agenda onto mobile devices using various programs (Dropbox, mobile software applications, etc. for Apple iPad, iPhone, Microsoft Surfaces, etc.).
- May research and coordinate local, state, and federal legislative issues.
- administrative reports and special projects as assigned, including preparing and/or providing supporting materials for speeches, presentations and/or agenda items.
- Establishes and maintains official documents and records in appropriate files and follows applicable records retention schedules and guidelines.
- Performs office management tasks related to establishing filing systems, ordering supplies, and maintaining records in accordance with procurement and department procedures.
- Oversees preparation and submission of payroll and maintains personnel records for the department.

- Drafts correspondence, memoranda, and performs other administrative support functions, such as scheduling meetings. Frequently processes correspondence of a sensitive or confidential nature.
- Maintains the Assistant County Administrator's calendar, reviews all upcoming appointments, and makes revisions as needed.
- Oversees the reviewing, processing, and submitting of various documents for signature.
- Assists in planning and implementation of activities, policies, and programs, ensuring compliance with adopted rules and regulations.
- Assists with public education initiatives and research and in coordination of community town hall meetings and special events.
- Prepares reports and correspondence where information must be obtained from a variety of sources.
- Serves as a county liaison for the Historical Commission, road dedications, the Fallen Officer Memorial, Citizen's Academy, Jamboree Day, Bring the Harvest Home, and the Marion County school supply drive.
- Receives, processes, and responds to citizen requests for information, complaints and/or suggestions in a timely manner. Provides information within scope of knowledge or refers customers to appropriate individuals. Assist with citizens' issues for resolution.
- Responds to telephone inquiries from the public and other departments when information requested is specifically provided and known, such as from published records, specific procedures, and calendar of events, or within established guidelines.
- Provides excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person or by phone contact.
- Implements the organization's guiding principles and core values.
- Performs other related job duties as assigned.

SUPERVISION

This position has no supervisory responsibility. May occasionally function as a lead worker for a small group of employees (one to five) in the absence of a designated lead position. May review the work product of others. Provides guidance, advice, and assistance to others on work assignments. Provides work direction.

QUALIFICATIONS

Education and Experience:

Bachelor's degree or equivalent; and three (3) to five (5) years' experience; or an equivalent combination of education and experience.

Licenses or Certifications:

Possession of a valid, State of Florida driver's license to operate a motor vehicle. Requirement exists at the time of hire and as a condition of continued employment.

- Public Notary certification.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to read and interpret needs of various entities and supply answers in written and oral form.
- Ability to effectively present information and respond to questions from co-workers, customers, supervisors, citizens, elected officials.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to effectively solve disputes, reach compromises, and create a cohesive atmosphere toward accomplishment of a unified goal while dealing with a variety of variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions in written, oral, diagram, or schedule form.
- Knowledge of computers and software programs including MS Office Suite, Word, and Excel.
- Strong organizational skills and attention to detail.
- Ability to prioritize tasks and meet deadlines.
- Ability to work independently.
- Ability to remain calm in stressful situations.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns.
- Ability to contribute to building a constructive team spirit where team members are committed to the goals and objectives of the team.

PHYSICAL DEMANDS

The work is sedentary work which requires exerting up to 50 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. While performing the duties of this job, the employee will occasionally be required to stand, walk, stoop, kneel, crouch, or crawl; be regularly required to sit, use hand to finger, handle, or feel; reach with hands and arms; and will frequently be required to talk or hear.

WORK ENVIRONMENT

Work is performed primarily in an indoor environment with limited exposure to adverse environmental conditions.

Marion County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date

E.O.E. *Marion County does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or military service in employment or the provision of services.*