

# 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 DIRECTOR OF INTERNAL SERVICES

**Department:** Administration  
**Pay Grade:** 122  
**FLSA Status:** Exempt  
**Job Class:** 1026  
**Risk Code:** 8810

#### JOB SUMMARY

Responsible for professional and administrative management duties in serving at the sole discretion of the County Administrator. Responsibilities include the administration and management of three to five departments as directed by the County Administrator.

#### ESSENTIAL JOB FUNCTIONS

- Serves as the Fiscal Manager and upholds all requirements of the Fiscal Manager job description.
- Provides, in a general sense, the necessary guidance and directions to three to five departments as assigned by the County Administrator. Other departments may be added as directed by the County Administrator.
- Directs the formulation and development of departmental budgets for the departments under his/her supervision.
- Oversees the preparation, review, and administration of yearly and long-range operational budget plans to ensure optimum efficiency and effective use of the various revenues under his/her supervision.
- Meets regularly with the various department directors under his/her supervision to discuss status of projects, programs, plans, resolve problems and related issues affecting the departments under his/her supervision.
- Prepares and presents various reports to the County Administrator, County Commission, and/or federal, state, and local agencies as may be appropriate, concerning the various departments under his/her supervision.
- Oversees the supervision and direction of departments under supervisor. Assists department directors in the performance of the essential functions in his/her job description.
- Establishes and maintains effective and positive relationships with the community.
- Attends conferences, public/community meetings, and board or professional meetings as may be directed or necessary[TAI].

- Establishes the leadership and effective management for all employees under his/her authority in concert with the County Administrator.
- Establishes objectives and associated goals for the departments under his/her supervision designed to achieve the most effective and efficient operation possible.
- Provides and assists in representation of Marion County community wide, and including local, state, and federal interests.
- Serves as an ambassador for the County, creates newsworthy articles, and conducts public presentations within their areas of responsibility.
- 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 direct supervision responsibilities over assigned department directors and indirect supervision of a large size staff who report to other supervisors or managers. Includes assigning, directing, evaluating, and reviewing work of subordinate employees. Responsibilities include providing on-the-job training; evaluating job performance; recommending selection of new staff members, promotions, status changes, and discipline; and planning, scheduling, and coordinating work operations.

### **QUALIFICATIONS**

#### **Education and Experience:**

Bachelor's Degree in Business, Public Administration, or related field or equivalent; Master's degree preferred; and four (4) years' experience in a leadership role at the level of Director or senior management capacity; 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.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and members of the general public.

#### **Mathematical Skills**

- Ability to apply mathematical operations to such tasks as frequency distribution of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.

- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Ability to apply concepts such of basic algebra and geometry.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Ability to develop plans, policies, specifications, and programs.
- Ability to function independently as an expert in matters of specialized code, rules, policy, analyses, advanced budgetary, accounting systems, or complex scientific or technical systems.
- Extensive knowledge of the principles and practices of human resource management.
- Knowledge of the practices of public sector employment and administration.
- Knowledge of or ability to research and implement compliance with federal, state, and local regulatory requirements regarding employment and workforce management.
- Ability to maintain knowledge using current literature and sources of information in public sector employment.
- Ability to direct and manage professional, technical, medical, and clerical employees.
- Ability to research and analyze data and make recommendations.
- Ability to interview witnesses and make employment decisions using sound judgment in accordance with policies and procedures.
- 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 build 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 regularly be required to sit, and to use hands to finger, handle, or feel; will frequently be required to talk or hear; and will occasionally be required to stand and walk.

#### **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.***