

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 STAFF MANAGER

Department: Administration
Pay Grade: 112
FLSA Status: Exempt
Job Class: 6083
Risk Code: 8810

JOB SUMMARY

Responsible for providing administrative assistance within the office of the County Administrator in a variety of administrative functions including board agenda project management, administering contracts, coordination of agreements, preparation of the Department's annual budget, office management, and making recommendations on a variety of administrative policies.

ESSENTIAL JOB FUNCTIONS

- Oversees the agenda publication process for Board of County Commissioner's meetings, public hearings, and workshops.
- Develops and conducts training of county-wide staff on agenda process, policies, and practices.
- Plans, develops, organizes, implements, and directs preparation of administrative reports and special projects as assigned, including presentations and talking points.
- Provides follow-up on actions of the Board of County Commissioners to ensure that decisions are implemented, contracts are prepared, and appropriate parties are notified.
- Represents the County Administration Office at public and staff functions and meetings as directed.
- Conducts research, analyzes data, develops recommendations and observations, and submits written and oral reports as assigned.
- Supervises, trains, and evaluates Administrative Staff Assistant and Staff Assistant IV, indirectly supervises and trains both Executive Coordinators, and oversees hiring process for all four (4) positions listed above, including posting, testing, scoring, scheduling, and interviewing applicants and onboarding new hires.
- Develops business and strategic plans of the office programs and functions.
- Prepares the annual budget through research and development in coordination with the Fiscal Manager. Recommends future equipment purchases based on department needs.

- Reviews and approves purchases and department expenditures, ensuring compliance with adopted budget and procurement policies. Prepares cost analysis and operational reports as requested.
- Plans, implements, and supervises activities and programs of the Department, ensuring compliance with adopted rules and regulations.
- Functions as a citizens' ombudsman for issues resolution. May need to answer phone calls or receive visits regarding complaints to be resolved or referred to proper person for resolution.
- Supervises and coordinates administrative staff, programs, and specific projects as assigned.
- Oversees all administrative activities of the Department, including preparation of memoranda, correspondence, and other items for the Administrator's signature and maintaining appropriate files for official documents and records.
- Oversees calendar and schedules appointments and meetings for/on behalf of the County Administrator.
- Oversees recommendation and implementation of office policy and procedures.
- 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 is responsible for directly and regularly supervising work of a relatively small number of employees with no indirect supervision. 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, recommending promotions, processing status changes and discipline, and planning, scheduling, and coordinating work operations.

QUALIFICATIONS

Education and Experience:

Bachelor's Degree in Business Administration, Public Administration, Accounting, Public Policy, Political Science, or related field or equivalent; and five (5) years' progressively responsible administrative support experience at an executive level; 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.
- Working knowledge of computers and software programs including MS Office Suite, Word, Excel, PowerPoint.
- 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. Includes the 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.