

# 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.*

### **ANIMAL SERVICES SUPPORT SPECIALIST**

**Department:** Animal Services  
**Pay Grade:** 109  
**FLSA Status:** Non-Exempt  
**Job Class:** 6080  
**Risk Code:** 8831

#### **JOB SUMMARY**

Responsible for providing professional administrative assistance for the Department Director in a variety of financial and administrative functions, including management of operational programs, coordination of special projects, and preparation of the annual budget.

#### **ESSENTIAL JOB FUNCTIONS**

- Performs administrative studies and analyses. Conducts research, compiles facts, analyzes data, develops recommendations, observations, or summaries, and submits reports on a variety of special assignments.
- Assists in developing procedures and implementing changes in organizational and administrative systems as directed by director or manager. Assists and works closely with department director, managers, and support staff.
- Prepares the agenda for advisory board and coordinates all agenda submissions from the Animal Compliance Officials.
- Provides follow-up on action of a court, committee, or assigned group to ensure that decisions are implemented, orders/contracts are prepared, and appropriate parties are notified.
- Coordinates audio of meetings, prepare minutes for review, approval, and adoption.
- Oversees the establishing and maintaining of official documents and records in appropriate files.
- Processes correspondence of a sensitive or confidential nature.
- Processes public records requests, follows required laws and procedures.
- Maintains training, respirator, and rabies vaccination requirements for departmental employees. Prepares travel accommodations for employee training certifications.
- Assists director/manager in developing, reviewing, and implementing annual budget. Confers with operating officials on budget matters. Participates in developing short- and long-range fiscal and strategic plans.

- Assists with software changes and implementation. Works closely with technical support to create and modify reports as needed to obtain necessary data. Provides user training and technical support.
- Assists with grant opportunities, benchmarking, and various business plans.
- Oversees preparation of payroll and resolves problems as necessary.
- Assists with purchasing process, accounts payable process, and tracking budget expenditures.
- Assigned special projects or processes from time to time and retains responsibility for results.
- 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' administrative support 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.

- Notary Public certification.

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

- Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents.
- Ability to respond tactfully to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information to top management, public groups, and/or boards.
- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to interpret complex and detailed technical data.
- Ability to participate in development of policies, programs, plans or procedures.
- Ability to study manual work process to determine most effective methods as essential tasks.
- Knowledge of government organization and administration and of the legal basis of government.
- Knowledge of research techniques, methods, and practices.
- Strong working knowledge of computers and software/applications.
- Strong organizational skills.
- Ability to conduct research, analyze, interpret findings, and prepare clear and concise reports.
- Ability to communicate courteously, tactfully, and effectively with government officials, citizens, and coworkers.
- Ability to plan, organize, and prioritize assigned projects.
- Ability to learn, interpret, and apply local ordinances and resolutions.
- Ability to remain calm in stressful situation.
- 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 build a constructive team spirit where team members are committed to the goals and objectives of the team.

#### **PHYSICAL DEMANDS**

The work is sedentary which requires exerting up to 10 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 frequently be required to stand, walk, sit, use hands to finger, handle or feel, talk, and hear.

#### **WORK ENVIRONMENT**

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

*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.*