

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.

COMMUNITY SERVICES ASSISTANT DIRECTOR

Department: Community Services
Pay Grade: 116
FLSA Status: Exempt
Job Class: 1059
Risk Code: 8810

JOB SUMMARY

This is a diversified professional position involving a variety of work assignments assisting the Community Services Director for managing operations in the Community Services Department. This position plans, organizes and implements programs within strategic plans, reports progress of major activities to the Director, Administration and the Board of County Commissioners through reports and meetings. Employees in this classification possess specialized knowledge of the Department's Programs to include but not limited to: Customer Services, Community Services programs (CDBG, HOME, ESG, SHIP, NSP, Challenge, TANF, HCRA, Non Advalorum, Unclaimed Bodies) , administrative functions and managing the Department's finances.

ESSENTIAL JOB FUNCTIONS

Promotes and Implements the County's Core Values of Humbleness, Integrity, Commitment, Accountability, Respect, Discipline.

- Provides direct assistance to the Community Services Director and represents the Director at public and staff functions and meetings as required.
- Provides and promotes exemplary customer service, positive attitude and a forward-thinking cultural behavior within the department and organization.
- Provides quality control over all administrative, operations, and project management functions to ensure that department standards of customer service, quality, and professionalism are provided and followed. Oversees all administrative activities of the department.
- Assists the Director in development of the five-year strategic plan.
- Prepares financial, budget, operational and compliance monitoring reports and recommends actions.
- Ensures the County's compliance with all federal, state, and local rules.
- Manages the employee performance evaluation process to ensure consistency, timeliness, and accuracy.

- Researches and prepares the necessary policies to ensure compliance.
- Advises and makes recommendations to the Director on changes in County policies, procedures, rules, regulations, and matters of workforce development and management.
- Attends various meetings, conferences, and hearings to present recommendations, acquire information, and represent the Community Services Department.
- Assists in budget preparation, the Annual Business Plan, and oversees expenditures for the department.
- Assists Community Services Director in all phases of department and represents the Director in his or her absence.
- 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 regular supervising work for two to five employees, including assigning, directing, evaluating, and reviewing the work of subordinate employees. Responsibilities include providing on-the-job training, evaluating job performance, recommending selection of new staff members; planning, scheduling, and coordinating work operations.

QUALIFICATIONS

Education and Experience:

Bachelor's Degree in Public/Business Administration or equivalent and five (3) years progressively responsible supervisory 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.

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.
- 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 as fractions, percentages, ratios, and proportions to practical situations.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to develop plans, policies, specifications, and programs.
- Ability to function independently as an expert in matters of specialized code, rules, policy and analyses.
- Knowledge of the principles and practices of Community Services Department.
- Knowledge of the practices of public sector employment and administration.
- Knowledge of the principles and practices of payroll processing.
- Knowledge of or ability to research and implement compliance with federal, state, and local regulatory requirements regarding Community Services programs.
- Knowledge of internal personnel conduct and dress codes and personnel training policies.
- Skills in organization and task prioritization.
- 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. Must be adaptable to performing under minimal stress levels when confronted with an emergency.
- 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 light work which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. While performing the duties of this job, the employee will regularly be required to walk, stoop, kneel, crouch, or crawl; will frequently be required to sit, use hands to finger, handle, or feel, reach with hands and arms, and talk or hear; and will occasionally be required to stand.

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.*