

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.

ADMINISTRATIVE FINANCIAL SERVICES MANAGER

Department: Fire Rescue
Pay Grade: 114
FLSA Status: Exempt
Job Class: 2293
Risk Code: 8810

JOB SUMMARY

Responsible for the administrative and financial planning, managing, and implementation of forecasting, administrative strategy and financial services of the Fire Rescue Department, Medical Examiner and Public Safety Communications and Radio and for researching, formulating, and recommending departmental budgets, policies, and procedures.

ESSENTIAL JOB FUNCTIONS

- Participate as a member of executive department management staff developing long-range and short-range goals, master plan and strategic plan, as well as, policies, and procedures for the department.
- Leads the development of administrative and financial strategies and the implementation of plans and resources needed to achieve goals. Collects and analyzes data and formulates recommendations.
- Negotiates, administers and manages contracts with multiple agencies of record. Coordinates Procurement and Legal review.
- Prepares and presents various reports for the Fire Chief and/or federal, state, and local agencies as may be appropriate.
- Manages and prepares administration of annual and long-range operational budget plans to ensure optimum efficiency and effective use of the various revenues/funds under supervision. Approves and manages purchases and financial expenditures related to short- and long-term projects, as well as ,reports for financial modeling and analysis for future funding decisions
- Manages and oversees Fire Rescue, EMS, Fire Impact Fee and Sales Tax budgets totaling more than \$100 million. Monitors expenditures and revenues throughout the fiscal year for analysis and modeling. Monitors financial and regulatory compliance with contracts, grants, agreements, and federal and state law.
- Coordinates with other management staff members to ensure compliance with local, state, and national laws and mandates. Participates in the development of departmental/divisional procedures and regulations.

- Oversees the management of TRIM notice and millage rate determinations, projections, and implementation with regard to the consulting firm and MSTU.
- Creates costing reports for various scenarios and reports for internal and external projects including collective bargaining agreements, capital improvement, and replacement plans. Responds to various requests for reports with short notice and time sensitive deadlines.
- Plans, manages, and coordinates activities of area of responsibility including subordinate employees. Establishes objectives and associated goals for the personnel under supervision designed to achieve the most effective and efficient operation possible.
- Directly supervises employees for budgetary, administrative, payroll, ambulance billing, and customer service tasks of the department.
- Manages personnel actions such as hiring, dismissals, evaluations, and disciplinary actions. Identifies training needs and formulates strategies to ensure appropriate training opportunities are available for subordinates.
- Develops, evaluates, and administers budgetary revenue and expenditure policies and procedures for the 5th and 24th District Medical Examiner's office with a budget totaling more than \$4 million. Recommends implementation of new policies and procedures to improve efficient budget practices.
- Coordinates the preparation, review, and administration of the long-range operational and capital improvement plans for the 5th and 24th District Medical Examiner's office to ensure optimum efficiency and effective use of budget funds.
- Develops, organizes, and implements preparation of administrative reports for the 5th and 24th District Medical Examiner's Advisory Board. Assists Deputy Chief of EMS with the 5th and 24th District Advisory Board and works directly with the Medical Examiner's office to ensure compliance with contracts.
- Establishes and maintains effective and positive relationship with the community, outside agencies and county government.
- Attends conferences, public/community meetings, and board or professional meetings as may be directed or necessary.
- 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 direct supervision over a relatively small number of employees and indirect supervision of a moderate 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:

Master's degree in relevant field or equivalent; and eight (8) years' progressively responsible experience in budget development and/or administration; 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.

- Certified Public manager designation preferred.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents.
- Ability to respond to common inquires or complaints from customers, regulatory agencies, or members of the business community.
- Ability to write speeches and articles for publication that conform to prescribed style and format.
- Ability to effectively present information to top management, public groups, and/or boards.
- Ability to write speeches and articles using original or innovative techniques or style.
- 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 define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagrammatic form and deal with several abstract and concrete variables.
- Ability to function independently as an expert in matters of specialized code, rules, policy, analysis, advanced budgetary, accounting systems, or complex scientific or technical systems.
- Ability to Interpret complex and detailed technical data to participate in development of policy, programs, plans or procedures.
- Knowledge of federal, state, and local laws, ordinances, codes, and regulatory standards applicable to the primary division of assignment.
- Knowledge of the principles, practices, methodologies and techniques of effective management and administration.
- Knowledge of the operational requirements relevant to primary division of assignment, and the administrative policies and procedures necessary to effectively direct and administer the function.
- Ability to remain calm in stressful situations.

- Ability to maintain current knowledge of trends and developments in the primary assignment area for application to functional division under charge.
- 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 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, sit, use hands to finger, handle or feel, reach with hands and arms, climb or balance, stoop, kneel crouch, or crawl, and 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.