

# 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.*

### **GROWTH SERVICES ADMINISTRATIVE MANAGER**

**Department:** Growth Services  
**Pay Grade:** 112  
**FLSA Status:** Exempt  
**Job Class:** 6109  
**Risk Code:** 8810

#### **JOB SUMMARY**

Responsible for providing administrative and professional level assistance for the Department Director in a variety of administrative functions, including personnel management, development of the annual budget, and quality service.

#### **ESSENTIAL JOB FUNCTIONS**

- Supervises and coordinates operational programs within the department, i.e., Budget, Personnel and Quality Management.
- Develops, coordinates, and administers the budget as directed by the Department Director through research and development. Prepares cost analysis and operational reports.
- Coordinates all personnel issues in the Department, including coaching, counseling, documentation, and discipline to ensure consistency, compliance, and adherence to deadlines. Assists directly in the performance evaluation of lead employees.
- Conducts investigations and research, prepares reports, and recommends solutions on various personnel issues, including discipline and termination.
- Plans, develops, organizes, implements, and directs preparation of administrative reports and special projects as assigned.
- Conducts research, analyzes data, develops recommendations and observations, and submits written and oral reports to the Director, County Administrator, and the Board of County Commissioners on a variety of special tasks as assigned.
- Develops procedures for implementing process improvements and changes in organization and administrative systems as directed.
- Makes procedural and operational recommendations to the Director.
- Reviews with legal, contracts and agreements to ensure that contract documents, consultant agreements and agreements with others are appropriate as directed.
- Conducts or participates in developing short- and long-range fiscal, operational, and quality improvement strategic plans.

- Reads and interprets large volumes of written materials, financial data, technical materials, statutes, rules, and ordinances.
- Conducts meetings and handles problems involving departmental contracts (within areas of responsibility) with vendors, contractors, consultants, and the public. Some meetings may be held after hours, at night or on weekends.
- 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 (5 or more) in the areas of primary responsibility (budget, personnel, quality) and indirect supervision of a relatively large number of employees who report to other supervisors or managers. Includes 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, promotion, status changes, and discipline; planning, scheduling, and coordinating work operations.

### **QUALIFICATIONS**

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

Bachelor's degree in relevant field; and five (5) years' progressively responsible experience in relevant field with two (2) years' supervisory experience preferred; 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 certification preferred.

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

- Ability to read, analyze, and interpret general business and government business periodicals, professional and technical journals, financial reports, and legal documents.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
- Ability to write routine reports and correspondence.
- Ability to make effective presentations on controversial or complex topics to top management, public groups, and/or boards.
- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of geometry and algebra.

- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to calculate figures, accounts, projections and trends, such as amortizations, growth projections, expenditure/revenue projections, discounts, interest, commissions and depreciation.
- 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 in written, oral, diagram, or schedule form.
- Ability to interpret complex and detailed technical data in mathematical or diagram form.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to develop policy, programs, plans, or procedures.
- Ability to study work processes to determine most effective methods and essential tasks.
- Ability to develop and analyze complex financial spreadsheets and balance sheets.
- Knowledge of the theory, principles, and practices of public administration.
- Knowledge of Human Resources laws, codes, and policies.
- Knowledge of research techniques, methods, and practices.
- Knowledge of and proven proficiency in Microsoft Office programs.
- Skills in organization and task prioritization.
- Ability to conduct research, analyze and interpret findings, and prepare clear and concise reports.
- Ability to communicate courteously, tactfully, and effectively with government officials, employees, and members of the public.
- Ability to work independently on time sensitive complex issues.
- Ability to supervise employees in a manner conducive to full performance and high morale.
- 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 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 occasionally be required to stand, walk, climb or balance, stoop, kneel, crouch, or crawl; will regularly be required to reach with hands and arms; and will frequently be required to sit, use hands to finger, handle, or feel talk or hear.

#### **WORK ENVIRONMENT**

Work is performed primarily in an indoor environment with limited exposure to adverse environmental conditions. While performing the duties of this job, the employee will occasionally be required to be exposed to outdoor weather 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.***