

Marion County Board of County Commissioners

POSITION DESCRIPTION



To be successful in this position, 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.

IT ADMINISTRATIVE & FISCAL MANAGER

Department: Information Technology
Pay Grade: 114
FLSA Status: Exempt
Job Class: 2285
Risk Code: 8810

JOB SUMMARY

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

ESSENTIAL JOB FUNCTIONS

- Supervises and coordinates inventory and purchasing programs to ensure proper controls and accountability within the department.
- Assists in the preparation and administration of the budget through research and development. Prepares cost analyses and operational reports.
- Plans, develops, organizes, implements, and directs preparation of administrative reports and special projects as assigned.
- Develops new methods and policies to improve department management and operations, creating a department with an innovative and productive environment.
- Makes procedural and operational recommendations to the Director.
- Assists in preparing requests for proposals for consultants and manages existing consulting contracts.
- Processes check requests, credit card transactions, invoices, and applies codes for correct submission to budget line items for Marion County Departments.
- Consults with Legal, Procurement, and Administration to ensure contracts and other agreements are appropriate and follow County policies.
- Creates and oversees effective and efficient methods to track purchasing and budget information.
- Prepares payroll for Director review and resolves problems as necessary.
- Creates, proofreads, and corrects correspondence for grammar, punctuation, and spelling in order to produce error-free work. Processes routine and confidential correspondence.

- Schedules meetings, prepares agendas, and records meeting minutes. Maintains departmental shared and Director calendars.
- Prepares and processes purchase orders for the acquisition/replenishment of routinely needed supplies, parts, and materials.
- Performs records management functions associated with inventory tracking, re-ordering, and budget tracking.
- Performs research in obtaining price quotes for regularly required and special project items. Evaluates cost impacts of necessary materials, parts, and supplies.
- Maintains and reconciles computerized inventory. Ensures parts and supplies are properly charged to departments and tracked in work orders.
- May be required to work outside normal business hours, participate in an on-call rotation, have the ability to perform work remotely, respond to emergencies on a 24/7 basis, and carry a mobile phone
- 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. 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:

Bachelor's Degree in Business, Public Administration, Information Technology, or related field; and five (5) years' related 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. Must successfully pass a Criminal Justice Information Services (CJIS) background check and maintain a current CJIS Level 4 Security Awareness Certification. These requirements exist at the time of hire and as a condition of continued employment

May be required to acquire and maintain professional certification(s) related to the technology and applications used by the organization.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to read, analyze, and interpret the most complex documents.
- Ability to respond to common inquiries or complaints from customers.
- Ability to effectively present information and respond to questions from co-workers and customers.
- Ability to speak effectively with customers and employees of the organization.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to deal with a variety of abstract and concrete variables.
- Ability to work with mathematical concepts such as probability and statistical inference.
- Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems.
- 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 study manual work processes to determine most effective methods as essential tasks.
- Knowledge of the organization and structure of departmental services.
- Knowledge of County processes and procedures.
- Skills in organization and task prioritization.
- Ability to plan, assign, and coordinate activities performed by purchasing and inventory coordinator.
- Ability to work independently on time sensitive complex issues.
- Ability to supervise employees in a manner conducive to full performance and high morals.
- 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.

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 is regularly required to walk, talk, see and hear. The employee is occasionally required to stand and frequently required to sit; use hands to finger, handle, or feel; reach with hands and arms. Some movements of the hands, arms and wrists may involve repetitive motion. Specific vision abilities required by this include close vision, distance vision, color vision, depth perception and ability to adjust focus.

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.