

# 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.*

### MUNICIPAL SERVICES DIRECTOR

**Department:** MSTU  
**Pay Grade:** 120  
**FLSA Status:** Exempt  
**Job Class:** 1053  
**Risk Code:** 8810

#### JOB SUMMARY

Responsible for the management, administration, and implementation of all assessments within the County, to include assessment programs, municipal service taxing units (MSTUs) and municipal service benefit units (MSBUs). Responsibilities include research, development, and recommendation presentations to the County Commission for approval and acceptance.

#### ESSENTIAL JOB FUNCTIONS

- Manages and directs staff members on a daily basis to support the functions of the department, and indirectly supervises the staff members of various municipal service taxing, benefit units, districts.
- Manages all expenditures, purchases, construction and maintenance projects and payroll for over fifty (50) municipal service taxing units, each with their own separate budget directly or through subordinate staff.
- Attends MSTU advisory board meetings. Acts as the liaison, provides presentations, advisement, direction, analyses, and problem resolution as needed.
- Develops recommendations and makes presentations to the Board of County Commissioners for approval and acceptance regarding MSTU, MSBU, and road assessment items.
- Manages and implements road assessments and MSTUs/MSBUs administered by the department. Responds to requests by property owners, the media, and other counties for road assessment and taxing unit information.
- Works closely with Clerk, Administration, Legal, Tax Collector, Property Appraiser, financial consultant, consulting engineers, testing companies, bond counsel, and the public regarding road assessments and taxing units in accordance with statutes, ordinances, policies, and resolutions.
- Works closely with advisory boards to ensure their advice is considered regarding preparation of all annual budgets for taxing units within the County that are under the department's management.

- Oversees the management of all non-ad valorem assessments for changes in ownership, property splits/sales, and application of non-ad valorem assessments to developed properties.
- Manages preparation of specifications for bidding of projects by the department and subsequent project management.
- Oversees responsibility for preparation and certification of all assessment rolls, including road and non-ad-valorem assessments.
- Attends Community informational meetings regarding potential road assessments and MSTU/MSBU creation.
- Works closely with the County Engineer to identify potential PCI Road Assessment projects.
- Manages the scope of work, determines associated costs, and presents project details to potentially affected property owners and the Board of County Commissioners.
- Oversees the management of department responsible for preparation and certification of all assessment rolls, including road and non-ad-valorem assessments.
- Authorizes assignment of purchase orders for design engineering work for design firms assigned to the department.
- Administers the request for quote (RFQ) process as required for services such as engineering design and assessment areas.
- Performs personnel management actions for staff under charge. Manages work of staff members outside the department where applicable to department responsibilities.
- Serves as an ambassador for the County, creates newsworthy articles, and conducts public presentations within their areas of responsibility.
- 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 employees with on-the-job training; evaluating job performance; recommending selection of new staff members, promotion, status changes, and discipline; and planning, scheduling, and coordinating work operations.

### **QUALIFICATIONS**

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

Bachelor's Degree in Business/Public Administration or related field or equivalent; and five (5) years' progressively supervisory and managerial 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 the most complex documents.
- Ability to respond effectively to the most sensitive inquiries or complaints.
- Ability to write speeches and articles using original or innovative techniques or style.
- Ability to make effective and persuasive speeches and 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 plane and solid geometry and trigonometry.
- Ability to apply 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 diagram form and deal with several abstract and concrete variables.
- Ability to develop plans, policies, specifications, and programs.
- 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.
- Knowledge of applicable aspects of civil engineering and specifications for projects.
- Knowledge of assessment programs, MSTU and MSBU procedures, and related codes and regulatory standards applicable to the region.
- Skills in accounting, budget development and preparation, and budget administration.
- Skills in organization and task prioritization.
- Ability to communicate tactfully and effectively with financial advisors, elected officials, County employees, and members of the general public.
- 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 sedentary work which requires exerting up to 20 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 regularly be required to sit and use hands to finger, handle, or feel; will frequently be required to talk or hear; and will occasionally be required to stand and walk.

### **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.***