



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.

UTILITIES DEPARTMENT ADMINISTRATIVE MANAGER

Department: Utilities
Pay Grade: 112
FLSA Status: Exempt
Job Class: 1132
Risk Code: 8810

JOB SUMMARY

Responsible for providing administrative and technical assistance for the Department Director, Deputy Director, and managing in a variety of functions including agenda process, research, and technical support. Responsible for assisting in project management, coordination of agreements, grants, and problem-solving and providing research and information for projects and budget preparation. Manages the administrative staff in the Department.

ESSENTIAL JOB FUNCTIONS

- Performs office management related to personnel actions and maintains and updates personnel files.
- Manages employee travel arrangements, employee trainings, and conferences.
- Plans, develops, organizes, and directs preparation of administrative reports, databases, and special projects and events.
- Receives, processes, and responds to internal and external requests for information or complaints in a timely manner. Provides information within scope of knowledge and refers customers to appropriate individual.
- Prepares, processes, and submits legal request memorandums, BOCC agenda items, and official document recording. Processes, updates, and maintains filing and e-filing system for official recorded documents.
- Supervises and trains subordinate employees.
- Prepares reports, correspondence and memorandums requested by Director where information must be obtained from a variety of sources and may be of a sensitive or confidential nature. Proofreads documents to produce error-free work.
- Assists Director and managers with purchasing and accounts payable process and tracking budget expenditures.
- Assists in departmental planning and implementation of activities and programs, while ensuring compliance with rules and regulations.
- Assists Director and fiscal manager in developing and reviewing annual budget process for the department.

- Arranges meetings, conferences, calendar, and Webex invitations. Prepares agendas and manages notetaking and minutes.
- Oversees proper maintenance of control files of matters in progress and follows up to ensure that actions are completed.
- Manages the administrative staff within the Department through day to day interactions with the team.
- 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 and indirect supervision over an employee workforce assigned to the maintenance division. This 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, 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; 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 complex financial reports and legal documents.
- Ability to respond to common inquiries from developers, consultants, or members of the financial community.
- Ability to maintain detailed reports, spreadsheets, or databases that conform to prescribed style and format.
- Ability to effectively present information to top management, public groups, and/or boards.
- Ability to calculate figures, accounts, and projections, such as amortizations, growth projections, revenue projections, and annual depreciations.
- Ability to identify trends in expenditures and revenues.
- Ability to apply concepts of advanced algebra.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of data in mathematical or diagram form and deal with several abstract and concrete variables.
- Ability to develop plans, policies, specifications, and programs continually.

- Ability to function as an expert in matters of rules and policy for accounting, finance, and budgeting.
- Knowledge of the functions, operations, and structure of County government.
- Knowledge of the principles and practices of accounting along with the ability to perform research and interpret data.
- Knowledge of statues, rules, regulations, principles and practices and procedures related to government and County.
- Skills in organization and task prioritization.
- Ability to clearly and concisely communicate orally and in writing.
- Ability to speak effectively before groups and to exercise sound judgment and tact.
- Ability to analyze statistical and other data and prepare professional reports and provide information from these sources to discuss markers.
- Ability to read and/or prepare a variety of forms and documents including schedules, budget proposals, expenditure/revenue reports, etc., using proper format.
- Ability to establish and maintain good working relationships with other County departments and outside agencies.
- Ability to remain calm in stressful situations. Must be adaptable to performing under minimal stress levels when confronted with an emergency.
- Ability to taking 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 frequently be required to sit, walk, and 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.

Updated: 8/2022