

# 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.*

### ASSISTANT COUNTY ADMINISTRATOR

**Department:** Administration  
**Pay Grade:** 124  
**FLSA Status:** Exempt  
**Job Class:** 1028  
**Risk Code:** 8810

#### JOB SUMMARY

Responsible for directing the Public and Administrative Service operations of the County and for the oversight of departments that are responsible for public services to the community.

#### ESSENTIAL JOB FUNCTIONS

- Consults with the County Administrator and participates in the formulation of policy decisions regarding public services programs within the County.
- Consults with developers, architects, contractors, and representatives of local, state, and federal agencies regarding major issues and long-range plans for public services projects within the county.
- Provides, in a general sense, the necessary guidance and directions to five or more departments as assigned by the County Administrator. Other departments may be added as directed by the County Administrator.
- Supervises assigned administrative staff.
- Prepares and presents various reports to the County Administrator, County Commission and/or federal, state, and local agencies as may be appropriate, concerning the various departments under his/her supervision.
- Meets regularly with the various department directors under his/her supervision to discuss status of projects, programs, plans and resolve problems and related issues affecting the Division.
- Directs the formulation and development of departmental budgets for the departments under his/her supervision.
- Establishes objectives and associated goals for the various departments under his/her supervision designed to achieve the most effective and efficient operation possible.
- Establishes and maintains effective and positive relationships with the community.
- Attends conferences, public/community meetings, and board or professional meetings as may be directed or necessary.

- Establishes the leadership and effective management for all employees under his/her authority in concert with the County Administrator.
- 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 has direct supervision responsibilities over assigned department directors and indirect supervision of a large 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:**

Bachelor's degree in related field or equivalent; Master's degree preferred; and eight (8) years' experience in the supervision and management of a large-scale public services capacity; 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 general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and members of the general public.
- Ability to apply mathematical concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to function independently as an expert in matters of specialized code, rules, policy, analysis, or complex technical systems.
- Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems.
- Knowledge of the practices, methods, materials, and procedures of library management and development.
- Knowledge of the theory and objectives of public library system.

- Knowledge of federal, state, and local regulatory requirements applicable to comprehensive planning and land use.
- Knowledge of statutes, rules, regulations, principles, practices, and procedures related to the government and county.
- Knowledge of local veteran’s organizations and their programs.
- Knowledge of relevant planning principles to promote efficiency with the local and state government agencies.
- Ability to work in conjunction with professional, medical, and legal persons.
- Ability to maintain effective working relationship with employees, departments, community and civic groups, and the general public regarding operations of the county.
- Ability to analyze statistical and other data and prepare professional reports and provide information.
- 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.
- 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 regularly be required to sit, and to 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.