

# 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.*

### **BUILDING BUSINESS MANAGER**

**Department:** Building Safety  
**Pay Grade:** 113  
**FLSA Status:** Exempt  
**Job Class:** 6074  
**Risk Code:** 8810

#### **JOB SUMMARY**

Responsible for providing fiscal, logistical, and records management support to the Building Department. Responsibilities include performing a variety of tasks such as preparation and monitoring of the departmental budget, procurement of goods and services, and public records requests.

#### **ESSENTIAL JOB FUNCTIONS**

- Participates in the development of goals, objectives, policies, and procedures for the department.
- Participates in the development, review, and implementation of the annual budget.
- Gathers, compiles, and analyzes personnel, logistical, and financial requirements for preparation of the budget. Prepares the annual budget.
- Provides financial and budgeting expertise by acting as the key liaison person between the Procurement, Budget and Finance Departments of Marion County.
- Provides business process review, coordination and information system report generation and quality control, by acting as the key liaison for I.T.
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- Monitors revenue and expenditure components of the department budget and all contracts/agreements to ensure that all charges are current and processed in a timely manner. Ensures that the department is on track to meet its financial goals.
- Performs annual review of permit fee schedules and recommends adjustments as required.
- Coordinates and submits budget amendments to the MCBC for approval. Manages and monitors purchases processes for the acquisition of supplies and purchase orders.
- Provides information and participates in the preparation of the department's Business and Strategic Plans. Participates in development of short- and long-range fiscal plans.
- Prepares financial, productivity, and other reports for state agencies, senior management, and citizens. Prepares and makes informational presentations as required.

- Prepares and provides data for annual Florida Benchmarking Reports and ISO Evaluations.
- Manages the logistical requirements of the organization and both develops and maintains inventory logs. Forecasts short- and long-range logistical needs. Evaluates and update software applications as required to stay abreast with current technology.
- Oversees the management of all Building Department records in accordance with Florida laws and regulations. Develops and maintains an automated system for storing, archiving, and destroying records. Manages public records requests for the department
- Develops and implements training programs for budget, logistical, and records related job positions.
- Serves as Building Department EOC Liaison.
- 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.
- Supports the overall business / project plan by contributing to the research and analysis of assigned project deliverables and detailed specifications from which vendor systems will be programmed and/or configured. Provides process and workflow analysis. Monitors project deliverables.
- Implements the organization's guiding principles and core values.
- Performs other related job duties as assigned.

### **SUPERVISION**

This position is responsible for directly and regular supervising work for two to five employees, including 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; planning, scheduling, and coordinating work operations.

### **QUALIFICATIONS**

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

Bachelor's Degree in Finance, Accounting, or Business Administration or equivalent; and five (5) years' progressively responsible experience in government or private programs relating to business finance and/or budgeting, with three (3) years of which in a supervisory 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.

- National Incident Management System (NIMS) courses 100, 200, 700, and 800 within one (1) year of appointment.
- Notary Public certification may be required dependent on area of assignment.

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

- 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 read, analyze, and interpret complex financial reports and legal documents.
- Ability to respond to common inquiries for 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 technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Ability to develop plans, policies, specifications, programs continually.
- Ability to function independently as an expert in matters of rules and policy for accounting, finance, and budgeting.
- Knowledge of the functions, operation, and structure of County government.
- Knowledge of statutes, rules, regulation, principles and practices and procedures related to the government and county.
- Knowledge of the principles and practices of accounting along with the ability to perform and research and interpret data.
- Knowledge of Microsoft Office Suite programs.
- Skills in organization and task prioritization.
- Strong computer skills.
- Ability to learn new software applications with minimal training.
- Ability to analyze statistical and other data and prepare professional reports and provide information from these sources to discuss markers.
- 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 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 10 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 occasionally be required to use hands to finger, handle, or feel; reach with hands and arms; will regularly be required to stand, walk, and sit; and will frequently be required to talk and hear.

**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.***

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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.*