

# 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 SAFETY ASSISTANT DIRECTOR**

**Department:** Building Safety  
**Pay Grade:** 116  
**FLSA Status:** Exempt  
**Job Class:** 1055  
**Risk Code:** 8810

#### **JOB SUMMARY**

This is a diversified professional position involving a variety of work assignments assisting the Building Safety Director/Building Official with establishing priorities, policies and strategic direction and taking an active leadership role in furthering strategic initiatives of the department and Marion County. This position plans, organizes and implements programs within strategic plans, reports progress of major activities to the Director, Administration and the Board of County Commissioners through reports and meetings. Employees in this classification possess specialized knowledge of, but are not necessarily limited to the Customer Service, Building Safety administrative functions, and managing department finances.

#### **ESSENTIAL JOB FUNCTIONS**

- Provides direct assistance to the Building Safety Director and represents the Director at public and staff functions and meetings as required.
- Maintains effective communication with Director, and in their absence, with County Administration and the Board of County Commissioners on Building Safety-related issues and ensures information is distributed in all directions in a professional manner.
- Provides and promotes exemplary customer service, positive attitude and a forward-thinking cultural behavior within the department and organization.
- Provides quality control over all administrative, operations, and project management functions, in their assigned areas, to ensure that department standards of customer service, quality, and professionalism are provided and followed. Oversees all administrative activities in their assigned areas of responsibility within the department.
- Assists in the preparation and monitoring of the department budget. Monitors departmental expenses, tracks financial status of projects. Reviews reports on department finances as required.
- Advises and resolves a wide range of routine and non-routine personnel issues, including employee complaints, disciplinary matters, grievances, hiring decisions, payroll issues, working conditions, and discrimination complaints.

- Completes various reports and plans including but not limited to cost/benefit analyses, business plans, operational efficiencies and other administrative reviews of departmental performance and functions.
- Assists the Director in development of the five-year strategic plan.
- Supervises activities and programs assigned in the department including employee team building, safety meetings, capital improvement projects, and annual meetings and training events.
- 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 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 Business Administration related field and three (3) years progressively knowledgeable and responsible supervisory responsibilities; 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 common scientific and technical journals and legal documents.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
- Ability to write speeches and articles for publication that conform to prescribed style and format.
- Ability to effectively present information to top management, public groups, and/or boards.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Ability to apply concepts of basic algebra and geometry.

- Ability to apply concepts such as fractions, percentages ratios, and proportions to practical situations.
- Ability to conduct and develop cost/benefit analyses reports.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions and plans furnished in written, oral, diagram, or schedule form.
- Interprets complex and detailed technical data.
- Study manual work process to determine most effective methods as essential tasks.
- Ability to develop policies, programs, plans, or procedures.
- Ability to plan, and organize work. Strong organizational skills, ability to prioritize tasks, analyze data, and meet multiple deadlines.
- Ability to communicate courteously, tactfully, and effectively with government officials, employees, and members of the public. Ability to speak effectively and clearly in public.
- Knowledge of research techniques, methods and practices. Ability to conduct research, analyze and interpret findings, and prepare clear and concise reports.
- Ability to work independently on time sensitive complex issues. Ability to supervise employees in a manner conducive to full performance and high morale.
- 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.

### **Machines and Equipment**

This employee will be required to operate a computer, calculator, telephone, fax machine, copy machine, drafting tool programs (engineering/architectural), and other general office equipment, as well as drive a vehicle in the completion of the tasks of the position

### **PHYSICAL DEMANDS**

While performing the duties of this job, the employee will occasionally be required to stand, walk, sit, use hands to finger, handle or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, talk, hear, smell, and lift up to fifty pounds. Special vision requirements include close, distance, color, and peripheral vision, depth perception, and the ability to adjust focus to bring an object into sharp focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job in a typical indoors office environment. The noise level for this environment will be moderate. May work in an outdoor environment depending on assignment.

***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.*