



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.

EXECUTIVE ASSISTANT TO THE BCC

Department: Commissioners

Pay Grade: 109

FLSA Status: Exempt

Job Class: 6102

Risk Code: 8810

JOB SUMMARY

Responsible for providing direct administrative support to the Board of County Commissioners.

ESSENTIAL JOB FUNCTIONS

- Performs a variety of administrative studies and analyses.
- Conducts research, compiles facts, analyzes data, develops recommendations, observations, or summaries, and submits written and oral reports on a variety of special assignments relating to County government.
- Composes resolutions, proclamations, and press releases.
- Provides guidance and assistance to the public for handling and resolving constituents' issues.
- Coordinates commissioners' presentations for special events.
- Prepares and implements Commissioners office operating budget.
- Coordinates Commissioners calendars to include scheduling appointments and meetings.
- Coordinates all registrations and travel arrangements for meetings, seminars, and conventions.
- Communicates and works with County senior management and staff in coordinating agenda Items, workshops, projects, constituents' concerns, and County procedures.
- Coordinates all Marion County Advisory Board appointments.
- Schedules and sets up Commission auditorium for all meetings including workshops and public hearings.
- 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 no supervisory responsibilities.

QUALIFICATIONS

Education and Experience:

Associate's degree or equivalent; Bachelor's degree preferred; and three (3) years' related 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:

Language Skills

- Ability to read and interpret general business periodicals, professional journals, technical procedures, and/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 the general public.

Mathematical Skills

- Ability to calculate figures and amounts such as discounts, interest, commission, percentages, and volume.
- Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate and percent and ability to draw bar graphs.

Problem-Solving Ability

- Ability to solve practical problems and deal with a variety of concrete variables in situation where only limited standardization exists.
- Ability to interpret a variety of instruction in written, oral, diagram, or schedule form.
- Ability to study manual work processes to determine most effective methods for essential tasks.

Specialized Skills and Abilities

- Knowledge of the theory, principles, and practices of public administration.
- Knowledge of computers and other office equipment.
- Knowledge of the functions, operations, and structure of County departments.
- Knowledge of Microsoft Office Suite programs.
- Skills in organization and task prioritization.

- Skills in the interpretation and application of business English, grammar, spelling, diction, style, and punctuation.
- Ability to perform secretarial and clerical duties with speed and accuracy without immediate and constant supervision.
- Ability to learn, interpret, and apply local ordinances and resolutions.
- Ability to maintain records, logs, and computer programs relating to records management.
- Ability to work independently and to carry out assignments to completion with minimum instructions.
- 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 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 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.

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.