

# 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.*

### COMMUNITY SERVICES DIRECTOR

**Department:** Community Services  
**Pay Grade:** 120  
**FLSA Status:** Exempt  
**Job Class:** 1041  
**Risk Code:** 8810

#### JOB SUMMARY

Responsible for providing overall direction, management, and administration of the Community Services Department which oversees four divisions to include: Community Development, Affordable Housing, Homelessness and Health and Human Services. As a part of the four divisions oversight of Federal and State grant programs are: CDBG, HOME, ESG, NSP, SHIP, CoC 514 Ocala/Marion Joint Office on Homelessness. In addition, oversight of State and local programs include: Medicaid HCRA Unclaimed Bodies, Non ad valorem assistance, Indigent Health Care, and Prescription Assistance Programs.

#### ESSENTIAL JOB FUNCTIONS

- Manages Community Services staff and programs which involves instructing, assigning, and reviewing work; planning; maintaining standards; coordinating activities; allocating personnel; acting on employee problems; selecting new employees; and effectively recommending and approving transfers, promotions, disciplinary actions, discharges, performance evaluations and salary increases.
- Oversees, monitors, and controls programs and activities of the program divisions of the department, including Community Development, Affordable Housing and Health/Human Service.
- Reviews and approves administrative programs of each division and prepares and processes policies and procedures.
- Prepares and assesses County need for services and develops new programs as needed using a variety of funding sources combined with community resources and partners to develop cost effective services for the community.
- Prepares and administers the department budgets, monitors and controls expenditures, and prepares and processes reports and records in accordance with federal, state, and local regulations.
- Attends and serves as liaison at inter-departmental and inter-agency meetings to include but not limited to: Joint Office of Homelessness, Continuum of Care Board, Continuum of Care

- membership, Affordable Housing Advisory Committee and the Housing Finance Authority meetings.
- Initiates and participates in conferences, public hearings, professional meetings, community meetings, and board meetings.
  - Serves as an ambassador for the County, creates newsworthy articles, and conducts public presentations within their areas of responsibility.
  - Receives, reviews, and approves various reports and records including purchase requisitions, purchase orders, invoices, time sheets, leave requests, agenda items, Board actions, minutes, budget reports, evaluation reports, Loan Agreements, and contracts, and ensures compliance with local, state, and federal statutes and rules.
  - Interacts and communicates with a variety of individuals and groups including clients, attorneys, lenders, contractors, citizens, staff, department directors, Hospital CEOs, County commissioners, civic leaders, government officials, developers, educators, and financiers to obtain a factual basis for planning projects and studies.
  - Develops data and policies related to Community activities such as indigent health care, social services, housing, neighborhood revitalization, economic development, and infrastructure improvements.
  - 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 supervision of several employees (5-7), with indirect supervision of a moderate size staff. 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 Business/Public Administration or Planning or equivalent; and five (5) years' experience with government programs related to housing, community development, health and human services, and planning; 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 the most complex documents.
- Ability to respond effectively to the most sensitive inquiries or complaints.
- Ability to write speeches and articles using original or innovative techniques or style.
- Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or boards.
- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions mathematical or diagram form and deal with several abstract and concrete variables.
- Ability to develop plans, policies, specifications, and programs continually.
- Ability to function independently as an expert in matters of specialized code, rules, policy, analysis, advanced budgetary, accounting systems, or complex scientific or technical systems.
- Knowledge of grants, governmental accounting, mortgage loan processing, and legislative trends and issues applicable to functions under charge.
- Knowledge of fiscal and accounting procedures.
- Knowledge of federal, state, and local regulations as it pertains to Medicaid, HIPPA, and Community Development, Affordable Housing and Homeless Services grants
- Skills in public relations and public speaking.
- Ability to analyze and organize data, plan and set goals, supervise employees, and assign tasks to achieve County and Department goals.
- Ability to counsel and assist individuals with discretion.
- Ability to work in conjunction with professional, medical, and legal persons.
- Ability to remain calm in stressful situations.
- Ability to be self-directed, innovative, and a team builder.
- 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 handle, hear, kneel, lift, reach, speak, stand, walk, and stoop.

### **WORK ENVIRONMENT**

Work is performed primarily in an indoor environment with limited exposure to adverse environmental conditions. While performing the duties of this job, the employee will occasionally be required to be exposed to outdoor weather 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.*