

# 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.*

### FACILITIES FISCAL MANAGER

**Department:** Facilities Management  
**Pay Grade:** 114  
**FLSA Status:** Exempt  
**Job Class:** 6250  
**Risk Code:** 8810

#### JOB SUMMARY

Responsible for overseeing the department's operating finances and serving as lead agent for managing the budgets and finances associated with all vertical build capital improvement projects. Responsibilities include planning the budget, supporting the operations and project teams, and offering insight and financial advice to executive management in order to make fiscally responsible decisions for the department. Oversees and manages all administrative activities for the department.

#### ESSENTIAL JOB FUNCTIONS

- Oversees the developing, reviewing, and implementing of the department's annual budget.
- Oversees and manages all administrative functions for the department.
- Collaborates with management when developing and reviewing the annual budget. Participates in developing short- and long-range fiscal and strategic plans.
- Monitors and reviews expenditures throughout the fiscal year and provides budgetary expenditure reports on the operating budget and construction projects managed by the department.
- Oversees the reviewing and processing of all operating invoices, procurement receipts, and payment applications submitted for construction projects. Approves procurement receipts in the Tyler system.
- Estimates and recognizes potential cost impacts.
- Participates in developing goals, objectives, policies, and procedures of the department.
- Performs in-depth review, studies, and analyses according to direction. Conducts research, compiles facts, analyzes data, and develops recommendations, observations, or summaries.
- Develops and submits written and oral reports on a variety of special assignments relating to County government as directed.
- Attends meetings and may serve as departmental representative at meetings.
- Reads and interprets large volumes of written materials, financial data, technical materials, federal, state, and county statutes, rules, and ordinances.

- Assists with ensuring that the department complies with all procurement policies and procedures and applicable Florida State Statutes.
- Draws conclusions and expresses opinions, both orally and in writing, in a professional manner.
- Creates a variety of financial reports in Excel.
- Assists the project team with various tasks as needed.
- Assists with inventory functions.
- Collaborates with the Administrative team and Procurement department on vendor negotiations and contractual agreements.
- Ensures all proposals, invoices, and work is consistent with what is outlined in the contract in accordance with terms and monetary amounts.
- Monitors and ensures department compliance with respect to regulatory guidelines and standards for functional areas under charge.
- Coordinates and serves as needed on internal and inter-departmental project teams and committees.
- Maintains excellent communication with both staff and vendors.
- 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 regularly supervising work of a relatively small-sized work group with indirect supervision. 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 relevant field or equivalent; and five years' experience in coordinating, managing, and tracking accounts and budget-related processes for a major unit/division; or an equivalent combination of education and experience.

Master's degree preferred.

#### **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, financial reports, 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 conduct and develop cost/benefit analyses reports.
- 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 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 furnished in written, oral, diagram, or schedule form.
- Ability to interpret complex and detailed technical data.
- Ability to potentially participate in developing policies, programs, plans, or procedures.
- Ability to study manual work processes to determine most effective methods for essential tasks.
- Knowledge of the theory, principles, and practices of public administration.
- Knowledge of government organization and administration and of the legal basis of government.
- Knowledge of research techniques, methods, and practices.
- Skills in organization and task prioritization.
- Skills in computer utilization and standard software packages.
- Ability to conduct manual and electronic research and analyze and interpret findings for preparing reports.
- Ability to communicate courteously, tactfully, and effectively with government officials, employees, and members of the public.
- Ability to plan and organize work.
- Ability to work independently on time sensitive complex issues.
- 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 25 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, While performing the duties of this job, the employee will regularly be required to sit, talk, or hear; occasionally required to stand, walk; use hand to finger, handle, or feel; reach with hands and arms; climb or balance, stoop, kneel, crouch or crawl; and taste or smell.

**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.