

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 MANAGEMENT ASSISTANT DIRECTOR

Department: Facilities Management
Pay Grade: 116
FLSA Status: Exempt
Job Class: 1306
Risk Code: 8810

JOB SUMMARY

Responsible for assisting the Facilities Management Director with establishing priorities, policies and strategic direction and taking an active leadership role in furthering strategic initiatives of the department and Marion County. Responsibilities include planning, organizing, and implementing programs within strategic plans, reporting progress of major activities to the Director, Administration, and the Board of County Commissioners through reports and meetings.

ESSENTIAL JOB FUNCTIONS

- Provides direct assistance to the Facilities Management Director and represents the Director at public and staff functions and meetings as required.
- Serves as Director in his or her absence and provides assistance with developing and managing a multi-million dollar department budget consisting of construction, repairs, and operating accounts.
- Maintains effective communication with Director, Administration, and the Board of County Commissioners on Facilities Management-related issues and ensures information is distributed in all directions in a professional manner. Responsible for all meeting agendas.
- Provides quality control over all administrative, operations, and project management functions to ensure that department standards of customer service, quality, and professionalism are provided and followed.
- Oversees all administrative activities of 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.
- Provides capital project administration including project initiation, coordinating necessary agenda items, administering payments, and reviewing change orders and project close-out.
- 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.

- Develops and administers the Facilities Management standards manual and works to achieve compliance goals.
- Negotiates and administers contracts, rental agreements, facility use and availability schedules, property leases, and other programs.
- Develops and updates standard operating procedures (SOPs) and implements changes. Communicates current and new processes to staff as needed to maintain a high level of proficiency and team buy-in.
- Assists the Director in development of the five-year capital improvement budget.
- Supervises activities and programs of the department including employee team building, safety meetings, capital improvement projects, and annual meetings and training events.
- Coordinates team meetings, contractor meetings, consultant meetings, and other meetings related to projects under charge.
- Supervises the administrative, fiscal, operational, and project managers and other department staff as assigned.
- 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 number of employees (5 or more) with indirect supervision of over 45 employees. Includes assigning, directing, evaluating, and reviewing work of subordinate employee(s). 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 Administration or equivalent; and 5 or more years' progressively responsible 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.

- Project Manager (PM) construction certification.
- First Aid and Safety certification.
- BLS CPR certification.

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.
- Ability to interpret complex and detailed technical data.
- Ability to study manual work processes to determine most effective methods as essential tasks.
- Ability to develop policies, programs, plans, or procedures.
- Knowledge of the Facilities Management field and administrative functions.
- Knowledge of research techniques, methods, and practices.
- Knowledge of state and federal regulations, building safety, construction means and methods, and managing department finances.
- Skills in organization and task prioritization.
- Ability to plan and organize work.
- Ability to communicate courteously, tactfully, and effectively with government officials, employees, and members of the public.
- 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.
- 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 medium work which requires exerting up to 25 pounds of force occasionally, and/or up to 15 pounds of force frequently, and/or up to 5 pounds of force constantly to move objects. 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; and crouch, talk, hear, and smell.

WORK ENVIRONMENT

Work is performed primarily in an indoor environment with limited exposure to adverse environmental conditions. 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.