

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.

MARION SOIL DISTRICT ADMINISTRATOR

Department: Marion Soil Conservation
Pay Grade: 109
FLSA Status: Non-Exempt
Job Class: 6246
Risk Code: 8810

JOB SUMMARY

Responsible for providing highly specialized administrative and technical support for the MSWCD, as well as assistance to other county, state, and federal agencies that work with the District in natural resource conservation efforts primarily in Marion County.

ESSENTIAL JOB FUNCTIONS

- Plans, develops, organizes, implements, and directs preparation of administrative reports and special projects including, but not limited to, presentations, grants, work orders, speeches, workshops, talking points, and agenda items.
- Coordinates with other team members in the preparation of the agendas for meetings, public hearings, and workshops of the Board by reviewing and proofreading agenda items and submissions. Compiles and publishes agendas with supporting documentation to the MSWCD's website and approved minutes as required by State statutes. Notices any meetings according to Sunshine Law.
- Attends meetings, public hearings, and workshops for the purposes of taking notes and follows up and tracks progress of action items by the MSWCD Board.
- Oversees the establishing and maintaining official documents and records in appropriate files and following applicable records retention schedules and guidelines. Performs office management tasks related to establishing filing systems, ordering supplies, and maintaining records in accordance with Procurement Department, state, and federal procedures and regulations. Acts as the Resource Management Liaison Officer as required by State statutes.
- Oversees preparation and submission of State contractual hiring and payroll, including 1099 preparation and submission to employees, producers, and IRS. Maintains personnel records for the MSWCD.
- Assists with public education initiatives and research and in coordination with community organizations, meetings, local working groups and special events, i.e., 4-H, FFA, NRCS, UF-IFAS, etc.

- Receives, processes, and responds to freedom of information requests for information, inquiries, complaints and/or suggestions in a timely manner. Provides information within scope of knowledge or refers customers to appropriate individuals. Assist with citizens' issues for resolution.
- Follows up on actions of the MSWCD Board to ensure that decisions are implemented and followed, contracts are reviewed, explained, and maintained, while notifying appropriate parties of agreements and deadlines. Represents the MSWCD Board at public and staff functions and meetings.
- Conducts research, analyzes data, develops recommendations and observations, and submits written and oral reports to the Board and other agencies on a variety of special assignments.
- Develops business and strategic plans and other administrative reviews of departments, programs, and functions.
- Reviews and approves purchases and department expenditures, ensuring compliance with adopted budget and procurement policies and contractual agreements. Prepares cost analyses and operational reports as requested.
- Prepares budget documents, through research and development, recommends purchases based on MSWCD's needs, and submits recommendations to the MSWCD Board, making appropriate changes as needed. Submits finalized recommendation of a yearly budget to Marion County Board of County Commissioners (MCBCC). Notifying MCBCC of any amendments to this budget when necessary.
- Plans, implements, and supervises activities and programs of the Department, ensuring compliance with adopted rules, statutes, and regulations.
- Functions as a citizens' overseer for all issues. May need to answer phone calls or receive visits regarding issues to be resolved or referred to proper person for resolution.
- Supervises, recruits and coordinates volunteers. Reports volunteers and personnel activities and hours, programs and specific projects as assigned.
- Assists in planning and implementation of all activities, policies, and programs, ensuring compliance with adopted rules, statutes and regulations.
- Oversees all administrative activities of the Department, including preparation of memorandums, correspondences, and other items for the MSWCD Board's signature and maintaining appropriate files for official documents and records.
- Manages calendar and schedules appointments, conferences, and meetings for/on behalf of the Board.
- Makes procedural and operational recommendations to the Board.
- Responds to public record requests in accordance with statutory/regulatory requirements.
- Reviews and keeps the Board apprised regarding contracts.
- Manages the coordination and tracking of contracts, contract files, and records.
- Performs local, state, and federal reporting.
- Schedules, plans, and coordinates resource concerns and management planning efforts required by state statutes. Coordinates these efforts with other agencies and prepares reports and recommendations.
- Maintains systems of bookkeeping for the MSWCD Board's financial bank accounts using QuickBooks in compliance with audit practices
- Assists with the preparation of newsletter, articles, and related written program information.
- Research and coordinate local, state, and federal legislative issues.

- Communicates with students, teachers and staff, community groups, civic organizations, and related groups interested in educational, conservation events and/or contests
- Assists other agencies in field or site visits according to conservation plans, Basin Management Action Plan (BMAPs), and Best Management Practices (BMPs).
- Keeps the MSWCD Board apprised of any Statute changes that affect the Soil and Water Conservation Districts. Supervises custody of all property in the care of MSWCD Board.
- Maintains the MSWCD website according to the state statutes requirements, which includes posting of agendas and approved minutes on the website.
- Prepares and files appropriate taxes with the State of Florida and the United States Government.
- Prepares and submits to the MSWCD Board a year-in-review report on finances and administrative activities for the purpose of submittal to the Marion County Board of County Commissioners.
- Assists in development and implementation of the long-term plan and yearly goals of the MSWCD and offers recommendations.
- Manages all the MSWCD finances and prepare for external audit when funds exceed \$50,000 required by state statute.
- Attends conferences, public/community meetings, festivals, and workshops as necessary or directed
- Serves as an ambassador for the MSWCD, creates newsworthy articles and conducts public presentations, workshops regarding conservation efforts of the MSWCD.
- Composes resolutions, proclamations, and press releases.
- Coordinates all registrations and travel arrangements for meetings, seminars, and conventions. Composes all hands-on activities, presentations, audio visual, pamphlets, brochures, and materials that are championed by the MSWCD.
- Coordinates with other agencies to provide local working groups.
- Plans and develops District public education and contests promoting natural resource conservation, using BMPs mythologies.
- Prepares grant applications with water management districts and other agencies to secure funding to implement programs and projects. Ensures grant compliance, monitoring, and reporting.
- Monitors the MSWCD Board abides by all local agreements with outside agencies. Ensures the Board meets and obtains all reporting responsibilities with federal, state, and county agencies.
- Oversees the purchasing process, accounts payable process, and tracking budget expenditures.
- 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 functions as a lead worker for a small group of contractors (one to five) in the absence of a designated lead position. This position provides direct supervision of volunteers at

numerous events. Reviews the work product of others. Provides guidance, advice, and assistance to others on work assignments. Provides work direction.

QUALIFICATIONS

Education and Experience:

Bachelor's Degree in Natural Resources, Agriculture, or related field or equivalent; and three (3) to five (5) years' experience with contracts, financial, recordkeeping, implementing and conducting outreach programs and events, and customer service; 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.

- Notary Public certification preferred.
- QuickBooks certification preferred.
- Must qualify for security clearance through US Department of Agriculture Inspector General and the Office of Personnel Management, which requires a minimum Level National Agency Check and Inquiry (NACI) background investigation and credit check.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to read, analyze, and interpret business periodicals, financial reports, professional journals, technical procedures, legal documents, governmental regulations, and/or other complex documents.
- Ability to write reports, speeches, articles, teaching plans, business correspondence, and/or procedure manuals using original or innovative techniques or style.
- Ability to effectively present information and respond to questions from groups of managers, producers, elected officials, teachers, students, clients, customers, agencies, boards and/or the general public.
- Ability to clearly communicate, especially regarding directions for completion of reports, events, contracts, contests, and projects.
- Ability to respond effectively to sensitive inquiries or complaints from customers, regulatory agencies or members of the business community.
- Ability to calculate figures and amounts such as discounts, interest, commissions, percentages, and volume.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- 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 in written, oral, diagram, or schedule form.
- Ability to interpret complex and detailed technical data.
- Ability to participate in development of policy, programs, plans, or procedures.
- Ability to function independently as an expert in matter of specialized code, rules, policy analysis or complex technical problems.

- Knowledge of the field of natural resource conservation and best management practices.
- Knowledge of the field of assignment, sufficient to perform thoroughly and accurately the responsibility illustrated by the above job duties.
- Knowledge of computers and other office equipment.
- Skills in organization and task prioritization.
- Skills in the interpretation and application of business English, grammar, spelling, diction, style, and punctuation.
- Ability to analyze and interpret data using GIS. Ability to read and interpret maps, aerials, and site plans.
- Ability to recruit, motivate, maintain, and supervise volunteer work team.
- Ability to work self-directed and make independent decisions.
- Ability to work efficiently and accurately in an atmosphere of frequent interruption.
- 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 work independently and to carry out assignments to completion with minimum instructions, adhere to prescribed routines and practices, maintain records, and to make reports requiring accuracy.
- Ability to remain calm in stressful situations.
- Ability to work a flexible schedule.
- Ability to establish and maintain effective relationship with government agencies, stakeholders, and other interested parties.
- Ability to use software to develop presentation and distribution materials.
- 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 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects. While performing the duties of this job, the employee will occasionally be required to stand, walk, stoop, kneel, crouch, or crawl; will regularly be required to sit, use hands to finger, handle, or feel, reach with hands and arms; 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. While performing the duties of this job, the employee will occasionally work in an outdoor environment where he/she can be exposed to fumes, airborne particles, and wet or humid 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.