

Marion County Board of County Commissioners

POSITION DESCRIPTION



To be successful in this position, 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.

OCE ADMINISTRATIVE LOGISTIC MANAGER

Department: Office of the County Engineer
Pay Grade: 112
FLSA Status: EXEMPT
Job Class: 1162
Risk Code: 8810

JOB SUMMARY

Responsible for providing professional, administrative and technical assistance for the Director in a variety of financial and administrative functions, including management of operational programs, coordination of special projects and preparation of the annual budget and supervision and discipline of subordinate staff, assuring the effective delivery of services throughout Marion County. Responsible for providing excellent customer service, personally and through delegation, to members of the general public, elected officials and county employees, serving as a role model for subordinate staff. Responsible for the scheduling and workload of subordinate staff and volunteers. Maintains patron confidentiality and privacy in all departmental matters.

ESSENTIAL JOB FUNCTIONS

- Supervises and coordinates operational programs within the department. Coordinates and supervises administrative office functions such as the implementation of work orders, procurement processes, accounts payable processes and tracking budget expenditures. Tracks department contracts, expiration and evaluation dates and ensures compliance with contract details. Reviews contracts and agreements with the Legal Department, to ensure they are appropriate. Creates and oversees effective and efficient methods to track project detail and fiscal information. Assists with department inventory and asset audits. Functions as the departmental records retention liaison.
- Formulates, interprets and implements management policies or operating practices. Determines which products best meet the needs and circumstances of the department. Conducts or participates in developing short-range and long-range fiscal and operational plans. Makes procedural and operational recommendations to the Director and develops procedures for implementing changes in organization and administrative systems as directed. Supervises installation of such plans.
- Assists in the preparation and administration of the budget through research and development. Prepares cost analyses and operational reports.

- Plans, develops, organizes, implements and directs preparation of administrative reports and special projects as assigned. Conducts research, analyzes data, develops recommendations and observations and submits written and oral reports to the director on a variety of special assignments, as assigned.
- Oversees the work of subordinate staff. Provides mentorship and feedback. Participates in the training of new staff.
- Processes the necessary paperwork required by Human Resources for the entire department which includes payroll, absence requests, FMLA, job advertising, new hires, terminations, promotions/demotions, salary changes, pay grade changes and retirements.
- Comprehends, follows and issues oral and written instructions and applies sound judgement when carrying out essential duties.
- Troubleshoots library equipment. Diagnoses and reports equipment issues.
- Actively participates in committee work.
- Arranges for the use of department meeting rooms and interprets policy for same.
- Maintains and promotes the characteristics of excellent customer service in assigned area of responsibility. Assures that subordinate staff are adept in the handling of transactions, communicating effectively and independently in-person or via phone, email or mail. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens and elected officials. Resolves concerns in a positive and respectful manner.
- Implements the organization's guiding principles and core values and carries out policies, procedures and established practices of the organization.
- 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 and/or volunteers, including indirect supervision. Responsibilities include: the recommendation of new hires, staff training, performance evaluation, counsel and discipline and coordinating and delegating work operations. Provides in-depth training, guidance, advice and assistance and serves as a resource for staff, regarding department and county procedures and protocol.

QUALIFICATIONS

Education and Experience:

Bachelor's Degree in Public/Business Administration or equivalent; and five (5) years' progressively responsible experience in relevant field with two (2) years' supervisory 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.

- Notary Public certification.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to communicate and carry out policies, procedures and established practices of the organization.
- Ability to work courteously and tactfully, maintaining effective working relationships with the public, staff and elected officials. Ability to respond appropriately to inquiries or concerns from customers, regulatory agencies or members of the business community.
- Ability to read, comprehend and execute policy and procedure manuals, oral and written instructions, official correspondence and memos and effectively write reports and correspondence in a manner appropriate to the audience. Ability to read, analyze and interpret common scientific and technical journals, financial reports and legal documents. Ability to interpret complex and detailed technical data. Ability to conduct research, analyze and interpret findings and prepare clear and concise reports.
- Ability to effectively present information to large groups, one-on-one and small group situations to customers and employees of the organization. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups and/or boards.
- Ability to understand, follow and issue oral and written instructions and to apply sound judgement when carrying out professional and essential duties.
- Ability to write speeches and articles using original or innovative techniques or style.
- Ability to collect, maintain, interpret and report statistics and to work with work with mathematical concepts such as probability and statistical inference.
- Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals.
- Ability to compute rate, ratio and percent and draw and interpret bar graphs.
- Ability to pay close attention to detail.
- Ability to use independent judgment to resolve concerns. Ability to think creatively, suggesting solutions and ways to gather data. Ability to solve practical problems where only limited standardization exists. Ability to function in an appropriate and professional manner, independent of constant, direct supervision.
- Ability to think creatively, suggesting solutions and ways to gather data. Ability to study work processes to determine effective methods for performing tasks. Ability to solve practical problems where only limited standardization exists.
- Knowledge of library equipment with ability to diagnose, troubleshoot and report problems in accordance with established procedures.
- Ability to adapt to interruptions, changes, disorder, stress and shifting needs without losing efficiency, effectiveness or composure. Ability to set priorities and meet multiple deadlines. Ability to remain calm in stressful situations.
- Ability to interpret complex and detailed technical data.
- Ability to provide thoughtful, professional input into the development of policy, programs, plans or procedures.

- Knowledge of and familiarity with standard business management and public administration theories, principles, methods and practices. Knowledge of and ability to put into practice the service mission and values of county department and Marion County. Skills in organization and task prioritization.
- Ability to take a teamwork approach by cooperating with others, offering to help others when needed and considering larger organizational or team goals. Includes the ability to build a constructive team spirit, with team members committed to the goals and objectives of the team.
- Ability to utilize technology, including specialized computer software and hardware to input, research and retrieve relevant information.
- Ability to develop policies, programs, plans or procedures. Ability to learn and apply new methods, procedures, operations and policies in a positive manner.
- Ability to remain calm in stressful situations.
- Ability to apply knowledge of the community in which the library is located.
- Ability to supervise, train and direct volunteers and new employees in a manner conducive to promote excellent performance and high morale.
- Ability to remain calm in stressful situations.

PHYSICAL DEMANDS

The work is light work which requires exerting occasionally up to 20 pounds of force (push/pull/lift) and regularly up to 10 pounds of force (push/pull/lift) to move objects. While performing the essential duties of this job, the employee will regularly be required to see, talk, hear, stand, sit, walk, reach with hands and arms and use hands to feel. The employee is frequently required to climb or balance, stoop, kneel or crouch. The employee will occasionally be required to identify odors.

WORK ENVIRONMENT

Work is performed primarily in an indoor environment with limited exposure to adverse environmental conditions. While performing the essential duties of this job, the employee will be exposed regularly to airborne particles and occasionally to wet or humid conditions or fumes. The work environment is customer service-oriented and, as such, involves considerable interaction and exposure to the general public, with potential for exposure to communicable disease and/or inappropriate behavior.

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.