

PUBLIC SERVICES ASSISTANT COUNTY ADMINISTRATOR

MAJOR FUNCTION

This is a professional and administrative position directing the Public Service operations of the County and is responsible for the oversight of departments that are responsible for public services to the community.

ESSENTIAL FUNCTIONS

The following statements describe the principal functions of this job and its scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned. The omission of specific statements does not preclude management from assigning specific duties not listed if such duties are needed for the effective and efficient management of the County. Work is performed under the direction of the County Administrator and performance is reviewed through conferences, reports submitted, evaluation of departmental accomplishments and the efficiency and effectiveness of the results obtained.

- Consults with the County Administrator and participates in the formulation of policy decisions regarding public services programs within the County.
- Consults with developers, architects, contractors, and representatives of local, state and federal agencies regarding major issues and long range plans for public services projects within the county.
- Directs the planning, organizing of all the activities of the County's Animal Services Department.
- Directs the review and planning overall direction of the Community Services Department which oversees the Federal CDBG and HOME Programs, State SHIP, Medicaid, HCRA programs and Prescription Assistance Programs.
- Provides advice concerning policies and ordinances relating to the Building Department by providing assistance with fees collected, administering and enforcing Marion County codes, ensuring proper regulation of the construction industry with respect to enforcement of related codes regulating building.
- Directs the management and operation of the County's Code Enforcement Department.
- Directs the management and operation of the County's Zoning and Development Review to include the review, processing, and approval of zoning applications.
- Directs the generation and formulation of operational and administrative goals and objectives for the effective operation of the Parks department including plans for projects, and compliance with all applicable federal, state and local regulations.

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- Directs the management and supervision of the County's Library department.
- Directs the management and supervision of Marion County Extension Service.
- Directs the management and supervision of the County's Growth Management.
- Directs the management and supervision of the County's Veterans Administration and the Ocala/Marion County Veterans Memorial Park.
- Directs the management and supervision of the County's Planning Department and the responsibility extended to property management that includes acquisition and disposition of county property.
- Prepares and presents various reports to the County Administrator, County Commission and/or federal, state and local agencies as may be appropriate, concerning the various departments under his/her supervision.
- Meets regularly with the various department directors under his/her supervision to discuss status of projects, programs, plans, resolve problems and related issues affecting the Bureau.
- Directs the formulation and development of departmental budgets for the departments under his/her supervision.
- Responsible for the preparation, review and administration of yearly and long-range operational budget plans to ensure optimum efficiency and effective use of the various revenues under his/her supervision.
- Establishes objectives and associated goals for the various departments under his/her supervision designed to achieve the most effective and efficient operation possible.
- Establishes and maintains effective and positive relationships with the community.
- Attends conferences, public/community meetings, board or professional meetings as may be directed or necessary.
- In concert with the County Administrator, establishes the leadership and effective management for all employees under his/her authority.

SECONDARY FUNCTIONS

- Performs other duties as assigned.

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CUSTOMER SERVICE

This is a front-line position for providing 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, consultants, contractors, administrators, public officials, citizens, and customers of the department. Service is provided in person and by phone contact.

SUPERVISION

Direct supervision over assigned department directors and indirect supervision of a large size staff who report to other supervisors or managers. 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.

EDUCATION, EXPERIENCE, LICENSES, CERTIFICATIONS

Education and Experience.

Bachelor degree from an accredited four-year college or university in one of the disciplines represented by the various departments under his/her supervision or an equivalent combination of education and experience; Masters Degree preferred. Eight years (8) related experience in the supervision and management of a large scale public services or comparable operations.

Licenses.

Possession of a valid Florida Driver License.

JOB SKILLS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements are representative of the required knowledge, skills, and abilities.

Language Skills

- 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.

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Mathematical Skills

- Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.
- Ability to comprehend and apply principles of advanced calculus, modern algebra, and advanced statistical theory.

Problem Solving Ability

- Functions independently as an expert in matters of specialized code, rules, policy, analysis, or complex technical systems.
- The ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems.

Specialized Skills and Abilities

- Knowledge of the principles and practices of Parks planning according to all federal, state, and local regulatory requirements applicable to current and long range planning. General knowledge of County codes and regulations pertaining to Parks planning.
- Knowledge of federal, state, and local regulatory requirements applicable to Code Enforcement.
- Knowledge of grants, governmental accounting, mortgage loan processing, and legislative trends and issues applicable to functions under Community Services.
- Knowledge of the practices, methods, materials, and procedures of library management and development. Knowledge of the theory and objectives of public library system.
- Knowledge of federal, state, and local regulatory requirements applicable to comprehensive planning and land use.
- Technical understanding of plants and animals; maintain effective working relationship with employees, departments, of the University of Florida, IFAS, community and civic groups, and the general public regarding operations of Cooperative Extension Service.
- Knowledge of local veteran's organizations and their programs. Ability to work in conjunction with professional, medical, and legal persons and possess knowledge of the Federal Veterans programs and benefits.

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- Knowledge of the Planning principles to promote efficiency with the local and state government agencies.
- Knowledge of federal, state, local, and regulatory requirements applicable to construction and land use currently ongoing in the Building Department.
- Knowledge of Marion County codes and ordinances relating to Animal Service issues and animal sheltering issues. Knowledge of federal, state, and local requirements applicable to animal control, animal shelter, and veterinary clinic operations.
- 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.

Machines and Equipment

This employee will be required to operate a computer, calculator, telephone, fax machine, copy machine, and other general office equipment in the completion of the tasks of the position.

PHYSICAL DEMANDS

While performing the duties of this job, the employee will occasionally be required to stand, walk, reach with hands and arms, stoop, kneel, crouch, or crawl; and will regularly be required to sit, use hands to finger, handle, or feel, and frequently talk or hear. Vision requirements include color vision.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee will occasionally be required to work in wet or humid conditions. The noise level for this environment is quiet.

Established: 4/2009	Category: 1
Pay Grade: 34	Status: E
Job Description Number: 1005	Revised:

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