

<b>BUREAU CHIEF</b>
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**MAJOR FUNCTION**

This is a professional and administrative position directing administrative operations of an assigned Bureau of Marion County BCC. Position is responsible for directing the activities of a functional department within the assigned Bureau, and providing administrative oversight to all other departments designated within the assigned Bureau.

**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 departments and programs within the Bureau of assignment and County-wide.
- Directs overall operations and administers all aspects of the primary department of assignment within the designated Bureau.
- Provides administrative oversight to all Bureau departments external to the incumbent's primary department of assignment.
- 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/funds under his/her supervision where applicable.
- Establishes objectives and associated goals for the various departments under his/her supervision designed to achieve the most effective and efficient operation possible.

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- 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.

### **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 the discipline applicable to the incumbent's primary department of assignment; with eight years progressively responsible experience in supervisory and managerial roles within the primary field of assignment for a moderate to large scale agency; with demonstrated managerial experience in budget development and administration, policies and procedures development, and related administrative aspects of the work; or an equivalent combination of education and experience .

#### **Licenses.**

Possession of a valid Florida Driver License.

### **JOB SKILLS**

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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.

**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.

**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 federal, state and local laws, ordinances, codes, and regulatory standards applicable to the primary department of assignment.
- Thorough knowledge of the principles, practices, methodologies and techniques of effective management and administration.
- Thorough knowledge of the operational requirements relevant to primary department of assignment, and the administrative policies and procedures necessary to effectively direct and administer the function.
- Ability to remain calm in stressful situations.

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- Ability to maintain current knowledge of trends and developments in the primary assignment area for application to functional department under charge.
- 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 exposed to outdoor weather conditions. The noise level for this environment is quiet.

Established: 12/02	Category: 1
Pay Grade: varies	Status: E
Job Description Number: NA	Revised: 6/2003