

## **EXECUTIVE ADMINISTRATIVE MANAGER**

### **MAJOR FUNCTIONS**

This is a professional position providing administrative assistance to the Administrative Services Bureau Chief in a variety of administrative functions including project management, administering contracts, coordination of agreements, coordination of grants, problem solving, preparation of the Department's annual budget, and making recommendations on a variety of Department, Bureau, and County projects. This person is an ombudsman in dealings with multiple agencies, boards, and municipalities both locally, statewide, and nationally.

### **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, including working in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the work load.

- Plans, develops, organizes, implements and directs preparation of administrative reports and special projects as assigned including presentations and speeches.
- Gathers and analyzes data in preparation of grant applications, contracts, permits, and press releases; and tracks grant applications County-wide, preparing summary status reports.
- Research and coordinate state and federal legislative issues under the general guidance of the Administrative Services Bureau Chief. Responsible for leading the Marion County Legislative Team.
- As directed, represents the County Administrator at public and staff functions and meetings.
- Conducts research, analyzes data, develops recommendations and observations, and submits written and oral reports to the County Administrator and the Board of County Commissioners on a variety of special assignments.
- Identifies and develops county-wide revenue sources.
- Performs Cost / Benefit Analyses and develops business, marketing, and strategic plans and other administrative reviews of County departments, programs, and functions.
- Attends advisory board meetings that pertain to assigned projects or departments.
- Serves as liaison with various individuals and user groups to provide information and direction on projects.
- Conducts meetings and addresses problems involving County projects with contractors, consultants and the public.
- Plans, implements, and supervises activities and programs of the Department, ensuring compliance with adopted rules and regulations.
- Functions as a citizens' ombudsman for issues resolution.

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- Coordinates the development of selected public information materials and programs such as PowerPoint presentations and speech preparation talking points. Travels throughout the County to conduct presentations to audiences of all ages for the purpose of providing education on the County.
- Supervises Department staff as assigned by the Administrative Services Bureau Chief.
- Supervises and coordinates administrative staff and programs and specific projects. Oversees all administrative activities of the Department.
- Serves as a developmental coordinator for a County-wide volunteer program.
- Makes procedural and operational recommendations to the Administrative Services Bureau Chief.
- Reviews County functions for transparency.
- Required to report to work at the appointed hour as scheduled, and to work the entire assigned shift.

### **SECONDARY FUNCTIONS**

- Performs other duties as assigned.

### **CUSTOMER SERVICE**

This is a front-line position for providing excellent customer service, by telephone, in writing, and in person, to citizens; community leaders; local, state and federal elected officials; internal and external managers; consultants and lobbyists. Personal contact will also occur with other employees of the department, employees of other departments in the County, employees of other municipalities, and customers of the department.

### **SUPERVISION**

This position is responsible for directly and regularly supervising work of a relatively small number of employees with no indirect supervision. 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, recommending promotions, processing status changes and discipline, and planning, scheduling, and coordinating work operations.

### **EDUCATION, EXPERIENCE, LICENSES, AND CERTIFICATIONS**

#### **Education and Experience**

Bachelor's degree in Business Administration, Public Administration, Accounting, Public Policy, Political Science or a related field, or 4 years government experience or an equivalent. Knowledge of Legislative issues or experience working with lobbyists preferred.

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### Licenses

Possession of a valid Florida Drivers 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 and interpret needs of various entities and supply answers in written and oral form.
- Ability to effectively present information and respond to questions from co-workers, customers, supervisors, citizens, elected officials.

### Mathematical Skills

- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

### Problem Solving Abilities

- Ability to effectively solve disputes, reach compromise, and create a cohesive atmosphere toward accomplishment of a unified goal, while dealing with a variety of variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions in written, oral, diagram, or schedule form.

### Specialized Skills and Abilities

- Working knowledge of computers and software programs including MS Office Suite, Word, Excel.
- Strong organizational skills and attention to detail.
- Ability to prioritize tasks and meet deadlines.
- Ability to work independently.
- 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 contribute to building a constructive team spirit where team members are committed to the goals and objectives of the team.

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**Machines and Equipment**

This employee will be required to operate a computer, printer, calculator, telephone, fax machine, copy machine, scanner, and other general office equipment, as well as drive a County vehicle, 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, stoop, kneel, crouch, or crawl; be regularly required to sit, use hand to finger, handle, or feel; reach with hands and arms; lift up to 25 pounds; and will frequently be required to talk or hear. Vision requirements are close with color vision and depth perception.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The typical noise level for this environment is moderate.

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