Assistant County Administrator

Category: Exempt
Pay Grade: E40
Job Code: 01570

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.

JOB SUMMARY
Performs responsible administrative and technical management work assisting the County Administrator in carrying out the functions and activities necessary for the effective operation of the County; provides assistance to the County Administrator or Chief Assistant County Administrator by personal attention to administrative details and to special projects as directed by the County Administrator; may be assigned responsibility for coordinating the administrative activities of one or more department subordinates to the Office of the County Administrator; establishes and maintains highly essential and positive communication and work relationships with officials, the general public, and workforce.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)
- Reads, classifies, refers, or answers memos, reports, and correspondence;
- May instruct, assign, or supervise the work of subordinate employees in the accomplishment of the work of the County Administrator's office;
- Initiates and carries through to completion special programs as directed by the County Administrator;
- May prepare agendas for Commission meetings;
- Makes investigations and prepares reports on a variety of subjects;
- Assists other departments in the preparation of reports or as otherwise needed;
- Participates in the preparation of the fiscal budget, assists in analyzing departmental budget requests, and provides advice and assistance when needed concerning same;
- Maintains close contact with other County departments and necessary contacts with outside agencies;
- Coordinates administrative activities of one or more departments subordinate to the Office of the County Administrator;
- Acts in behalf of the County Administrator in his/her absence;
- Interviews visitors to County Administrator's office and attempts to solve problems without further referral;
- Refers to appropriate person or to the County Administrator all beyond the scope of the work;
- May administratively supervise the work of one or more county departments;
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:
Ten (10) years of progressively responsible professional, managerial, supervisor, and administrative experience in government functions, services, or operations that includes two (2) years of managing one or more major public sector operations; or an Associate’s degree in public administration, business, political
science, engineering, or related field and eight (8) years of experience as described above; or a Bachelor’s degree and six (6) years of experience as described above; or a Master’s degree and four (4) years of experience as described above; or an equivalent combination of education, training, and/or experience.

**Special Qualifications** (May be required depending on area of assignment):
- Florida Driver's License or Florida Commercial Driver’s License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other knowledge, skills, abilities, and credentials required for a specific position.

**Knowledge, Skills and Abilities:**
- Knowledge of modern business methods and procedures applicable to public administration;
- Knowledge of the methods used in making statistical surveys and the preparation of reports;
- Knowledge of public administration techniques and principles and practices.
- Ability to apply computer applications and software;
- Ability to analyze and solve administration problems and render advice and assistance on each;
- Ability to present oral and written comments and recommendations clearly and concisely;
- Ability to represent the county in public speaking requests;
- Ability to make sound independent judgment;
- Ability to maintain good public relations with subordinates, superiors, and the public;
- Ability to conduct investigations and to prepare accurate analyses for reporting purposes;
- Ability to effectively supervise subordinate employees;
- Ability to implement capital improvement plans, major construction projects, and new technology systems.

**PHYSICAL/MENTAL DEMANDS**
The work is sedentary work which requires exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Additionally, the following physical abilities are required:
- Visual ability: Sufficient to effectively operate office equipment including copier, computer, etc.; and to read and write reports, correspondence, instructions, etc.
- Hearing ability: Sufficient to hold a conversation with other individuals both in person and over a telephone; and to hear recording on transcription device.
- Speaking ability: Sufficient to communicate effectively with other individuals in person and over a telephone.
- Mental acuity: Ability to make rational decisions through sound logic and deductive processes.
- Talking: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Repetitive motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Standing: Particularly for sustained periods of time.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

**WORKING CONDITIONS**
Work is performed in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.