

ASSISTANT COUNTY ADMINISTRATOR

| Job Code | Pay Grade |
|----------|-----------|
| 01570 | E3 |

Nature of Work

This is 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. An employee in this class 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. Due to the wide scope of activities to which attention must be given, there is much demand for independent judgment and a high degree of responsibility is delegated. The position may be assigned responsibility for coordinating the administrative activities of one or more department subordinates to the Office of the County Administrator. Supervision of work is of a general nature and is incidental to the principal duty of assisting the County Administrator. The incumbent is required to establish and maintain highly essential and positive communication and work relationships with officials, the general public and workforce.

Minimum Qualification Requirements

- 10 years of progressively responsible professional, managerial, supervisor, and administrative experience in government functions, services or operations that includes 2 years managing 1 or more major public sector operations; or
- Associate's degree in public administration, business, political science, engineering or related field and 8 years experience as described above; or
- Bachelor's degree and 6 years experience as described above; or
- Master's degree and 4 years experience as described above; or
- An equivalent combination of education, training, and/or experience.

Appointing Authority May Also Require

- 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 highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Illustrative Tasks (These are examples and are 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; 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 related work as assigned or required.

ASSISTANT COUNTY ADMINISTRATOR (continued)

| Job Code | Pay Grade |
|----------|-----------|
| 01570 | E3 |

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.

For official use only

| Revised | EEOC Code | Overtime Code |
|---------|----------------------|---------------|
| 8/09 | Officials & Managers | Exempt |