

ASSISTANT TO THE COUNTY ADMINISTRATOR

Job Code	Pay Grade
01538	SM4a

Nature of Work

This is responsible professional work assisting the County Administrator in the day to day management of specific geographic areas of the unincorporated County to implement community plans, projects, and programs in a timely manner and engage the local community to identify and eliminate barriers to initiatives/improvements and promote “capacity building” at the community level. Work requires coordinating with various departments to ensure projects and programs are scheduled and implemented in a timely manner. Work is performed with considerable independent judgment based on experience in developing courses of action and recommendations. Work is reviewed by the County Administrator through conferences, reports, and observation of results obtained. The incumbent is required to establish and maintain highly essential and positive communication and work relationships with officials, the general public and workforce. The incumbent exercises considerable independent judgment and initiative in carrying out the daily operations of managing a local geographic area of the County on behalf of the County Administrator’s Office. The incumbent reports to the County Administrator or designee.

Minimum Qualification Requirements

- Six (6) years of progressively responsible professional administrative government project management experience, or a related field that includes supervisory or management experience; or
- Bachelor’s degree in business, public administration, construction management, project management or a related field and 2 years of experience in government functions that includes supervisory or management experience; or
- Master’s degree and 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.)

- Supervises professional, technical and/or clerical staff engaged in the accomplishment of the work of the County Administrator's office.
- Coordinates department activities and services on behalf of the County Administrator within assigned unincorporated area(s), and provides leadership and oversight to ensure adequate allocation of County resources.
- Engages with residents, businesses, community organizations, and other stakeholders to plan, promote, and execute local community development initiatives and improvements.
- Represents County Administrator’s Office at various meetings as assigned.
- Develops and implements actionable and measurable work-plans for the assigned unincorporated area(s) that align with the County’s strategic plan and community development initiatives.
- Initiates and implements special programs and/or projects as directed by the County Administrator.
- Leads investigations and prepares reports on a variety of subjects related to assigned unincorporated area(s) for regular updates to the County Administrator.
- Reads, classifies, refers or answers memos, reports and correspondence.
- Performs related work as assigned or required.

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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.
- Skill at identifying, analyzing and isolating problems, and problem resolution.
- 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 manage and organize major projects and programs
- 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.

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Created	EEOC Code	Overtime Code
03/19	Officials & Managers	Exempt