

SPECIAL ASSISTANT TO COUNTY ADMINISTRATOR

Job Code	Pay Grade
01554	SM3a

Nature of Work

This is responsible professional administrative work in assisting the County Administrator. Work involves assisting the County Administrator in a wide range of administrative assignments. Work includes coordinating work with various departments, performing research and special study assignments, implementing administrative policies, and exercising administrative control over assigned operations and functions. 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 the County Administrator's Office. The incumbent reports to the County Administrator or designee.

Minimum Qualification Requirements

- 8 years of progressively responsible professional administrative government function experience, or a related field that includes supervisory or management experience; or
- Associate's degree in business or public administration or a related field and 6 years experience in government functions that includes supervisory or management experience; or
- Bachelor'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.)

- Coordinates and oversees the preparation of County Commission meeting agendas and ensures consistency and clarity.
- May supervise the work of subordinate employees in the accomplishment of the work of the County Administrator's office.
- Represents County Administrator's Office at various meetings as assigned.
- Initiates and carries through to completion special programs as directed by the County Administrator.
- Makes investigations and prepares reports on a variety of subjects.
- Reads, classifies, refers or answers memos, reports and correspondence.
- Assists other departments in the preparation of reports or as otherwise needed.
- Performs related work as assigned or required.

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.

SPECIAL ASSISTANT TO COUNTY ADMINISTRATOR (continued)

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Knowledge, Skills, and Abilities (continued)

- 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
10/16	Officials & Managers	Exempt