

# SECTION MANAGER 1

Job Code	Pay Grade
16842	SM5a

## Nature of Work

This is highly responsible administrative, technical, and supervisory work managing the operations of a section within a division of Utilities, Public Works, or Engineering. Work involves responsibility for the management and coordination of the day-to-day operations of the section. Duties also involve working with upper level management on critical issues and organizational policies. The incumbent in this class is responsible for making important procedural and operational recommendations to management to ensure maximum management efficiency. The difference between the level of this class and other section manager classes is due to the defined scope of work, complexity, fiscal responsibility, finality of action, and labor market. Work is performed under general supervision with considerable independent judgment and initiative exercised in carrying out the daily operations of the section. Work is performed under the general supervision of upper level management.

## Minimum Qualification Requirements

- 6 years of progressively responsible technical, professional, and administrative functions in business administration, project management, engineering, environmental management, accounting, or a related field that includes formal supervisory training, 1 year of team leadership or 1 year supervisory experience; or
- Bachelor's degree and 2 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.
- May require a college degree, occupational certifications, and specialized training directly related to the position's requirements.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

## Illustrative Tasks (These are examples and are not all inclusive.)

- Manages the programs and activities of a specific section within the department.
- Provides administrative support to management in any phase of the management of the section.
- Provides recommendations, presentations, and reports on a variety of planning related functions.
- Manages, supports, and guides supervisors and subordinates in project development.
- Assists with the development of general policies in consultation with the Division Director and other Section Managers, for maximum utilization of manpower and equipment services.
- Assists in the submission of the operating budget for the division.
- Establishes goals and objectives for subordinate supervisors within the specific section.
- Performs related work as assigned or required.

## Knowledge, Skills, and Abilities

- Knowledge and understanding of all aspects of the assigned section.
- Knowledge of the principles, practices and procedures of public and business administration, as applied in a large organization.
- Knowledge of budget and accounting principles, practices and procedures, as applied in a large organization.
- Skill in advanced leadership techniques and practices to evaluate and determine organizational goals and objectives, maximizing effectiveness of organizational work units through staff selection and assignments.
- Ability to communicate effectively, both written and orally, and to make effective presentations to a variety of groups.

## SECTION MANAGER 1, (continued)

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### Knowledge, Skills, and Abilities (continued)

- Ability to interact effectively, establishing good working relationships with staff, other county organizations, agencies, state officials, consultants, contractors, and the public.
- Ability to apply computer applications and software.
- Ability to plan, supervise and coordinate technical and administrative programs.
- Ability to plan and direct the work of a large staff of professional and support employees and maintain effective working relationships with the staff, other departments, and the public.
- Ability to address civic organizations or other public or private groups on subjects relative to section projects.

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Revised	EEOC Code	Overtime Code
10/15	Officials & Managers	Exempt