

SECTION MANAGER 3, HS

Job Code	Pay Grade
18188	SM4a

Nature of Work

This is highly responsible professional, administrative and technical work managing the operations of a section within a division of the Department of Human Services, (HS). Work involves responsibility for the organization, management, and coordination of the day-to-day operations of the section. Duties also involve working closely with the Division Director, HS on critical issues and organizational policies. The incumbent in this class is responsible for making important procedural and operational recommendations to the director of the division to ensure maximum management efficiency. The difference between the level of this class and other HS Section Manager classes is due to the defined scope of work, complexity, fiscal responsibility, finality of action, and labor market. Considerable independent judgment and initiative are exercised in carrying out the daily operations of the division. Work is performed under the general supervision of a Division Director.

Minimum Qualification Requirements

- 8 years of progressively responsible technical, professional, and administrative functions in public administration, accounting, regulatory compliance, community planning, community services, health services, grant writing, contracts management, systems development, or a related field that includes that includes 2 years of supervisory experience; or
- Bachelor's degree and 4 years experience as described above; or
- Master's degree and 2 years of 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 HS.
- Provides administrative support to the director in any and all phases 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 HS 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.
- Knowledge of budget and accounting principles, practices and procedures.
- 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 3, HS (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
3/16	Officials & Managers	Exempt