



## **Assistant to the County Administrator**

**Category:** Exempt  
**Pay Grade:** E28  
**Job Code:** 01538

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

### **JOB SUMMARY**

Performs highly 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.

### **ESSENTIAL JOB FUNCTIONS (examples, 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 other related job duties as assigned.

### **QUALIFICATIONS**

#### **Education and Experience:**

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 two (2)

years of experience in government functions that includes supervisory or management experience; or a Master's degree and experience as described above; or an equivalent combination of education, training, and/or experience.

**Special Qualifications (May be required depending on area of assignment):**

- 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.

**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.

**PHYSICAL/MENTAL DEMANDS**

The work is sedentary work which requires exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Additionally, the following physical abilities are required:

- Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Grasping: Applying pressure to an object with the fingers and palm.
- Handling: Picking, holding, or otherwise working, primarily with the whole hand.
- Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- Pulling: Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
- Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- Reaching: Extending hand(s) and arm(s) in any direction.
- Visual ability: Sufficient to effectively operate office equipment including copier, computer, etc.; and to read and write reports, correspondence, instructions, etc.
- Hearing ability: Sufficient to hold a conversation with other individuals both in person and over a telephone; and to hear recording on transcription device.
- Speaking ability: Sufficient to communicate effectively with other individuals in person and over a telephone.
- Mental acuity: Ability to make rational decisions through sound logic and deductive processes.
- Talking: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Repetitive motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Standing: Particularly for sustained periods of time.

- **Stooping:** Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
- **Walking:** Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

**WORKING CONDITIONS**

Work is performed in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.