



## **Special Assistant to County Administrator**

**Category:** Exempt  
**Pay Grade:** E31  
**Job Code:** 01544

*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 responsible professional administrative work in assisting the County Administrator in a wide range of administrative assignments; coordinates work with various departments, performs research and special study assignments, implements administrative policies, and exercises administrative control over assigned operations and functions; establishes and maintains highly essential and positive communication and work relationships with officials, the general public, and workforce.

### **ESSENTIAL JOB FUNCTIONS (examples, 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;
- Tracks state and federal legislation and takes appropriate action to changes;
- Develops and manages County Administrator's workforce engagement programs and provides recommendations on workforce and staffing issues;
- Performs other related job duties as assigned.

### **QUALIFICATIONS**

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

Eight (8) years of progressively responsible professional administrative government function experience, or a related field that includes supervisory or management experience; or an Associate's degree in business or public administration or a related field and six (6) years of experience in government functions that includes supervisory or management experience; or a Bachelor's degree and four (4) years of 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 knowledge, skills, abilities, and credentials required for a specific 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;
- 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;
- 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:

- 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.

**WORKING CONDITIONS**

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