



Deputy County Administrator/Chief of Staff

Category: Exempt
Pay Grade: E42
Job Code: 01588

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, executive, administrative and technical management work assisting the County Administrator in carrying out the functions and activities necessary for the effective and efficient operation of the County government. The Deputy County Administrator/Chief of Staff takes a leading role on highly complex strategic initiatives and special projects that often involves numerous stakeholders with the opportunity to participate in and influence County and regional level decision making in government activities. An employee in this class provides executive level assistance to the County Administrator and others by applying professional judgement and attending to special projects, regular activities and everyday details in operations as directed by the County Administrator. Expert judgment and a high degree of executive authority is delegated to the incumbent to act independently on both significant and routine matters. The individual in this position acts on behalf of the County Administrator when assigned and in the County Administrator's absence. Supervision of work is of a general nature and is incidental to the principal duty of service and assistance to the County Administrator. The incumbent maintains and promotes highly essential and positive communication and work relationships with officials, the general public and workforce.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

- Reads, classifies, refers or answers memos, reports and correspondence;
- May instruct, assign or supervise the work of subordinate employees in the accomplishment of the work of the County Administrator's office;
- Initiates and carries through to completion special programs as directed by the County Administrator;
- May prepare agendas for Commission meetings;
- Makes investigations and prepares reports on a variety of subjects;
- Assists other departments in the preparation of reports or as otherwise needed;
- Participates in the preparation of the fiscal budget; assists in analyzing departmental budget requests; provides advice and assistance when needed concerning the same;
- Maintains close contact with other County departments and outside agencies as necessary;
- Acts on behalf of the County Administrator in the County Administrator's absence;
- Engages and meets with community stakeholders on behalf of the County Administrator, and attempts to solve problems without further referral. Refers to appropriate person or to the County Administrator on all matters beyond the scope of the work;
- May administratively supervise the work of one or more County departments;
- Performs related work as required in the supervision and management of these departments;
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

Bachelor's degree in public administration, public policy, business or related field plus ten (10) years of progressively responsible experience in public agency government or similar organization that includes supervisory experience or supervisory training, 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;
- Knowledge of using data and metrics in decision making;
- 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 lead special projects or strategic initiatives within local government or a similar organization, with considerable experience at a senior level interacting with elected officials and other stakeholder groups;
- Ability to negotiate and develop executive correspondence, important documents, memorandums of understanding (MOU) and/or inter-governmental agreements;
- 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.
- Repetitive motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Standing: Particularly for sustained periods of time.
- 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.