



## **Section Manager 3, HS**

**Category:** Exempt  
**Pay Grade:** E28  
**Job Code:** 18188

*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, 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.

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

### **QUALIFICATIONS**

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

Eight (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 two (2) years of supervisory experience; or 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.
- May require a college degree, occupational certifications, and specialized training directly related to the position's requirements.
- Other knowledge, skills, abilities, and credentials required for a specific position.

**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;
- 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.

**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:

- 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.
- 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.
- 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.
- 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.