

HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS

**Does not Discriminate on the Basis of Race, Color, National Origin, Sex, Religion, Age,
or Disability in Employment or the Provision of Services.**

*We are proud to be a drug free workplace. Screening tests for illegal drug use may be required as a condition of
employment.*

Date:	12/22/2017	Department:	Administration (2104)
Title/(Status)/Job Code:	Assistant County Administrator (1022)	Reports To:	Administrator
Pay Grade/Salary Range:	PG – 123 \$87,025.21 - \$134,889.08	Closing Date:	1/26/2018

Completed applications for employment with Highlands County may be submitted in one of two ways: 1) a printed job application submitted to our Human Resources department located at 600 S. Commerce Ave, Room B233, Sebring, FL 33870 (either in person or by mail; or 2) fax a printed application to 863-402-6508. Any qualified employee of the Board (see job description below for MINIMUM QUALIFICATIONS) may request consideration for this position by submitting to Human Resources an approved Bid form. Employee bids and applications for this position may not be received after five o'clock (5) p.m. on the closing date stated above without the specific permission of Human Resources.

GENERAL DESCRIPTION:

This is a professional and administrative position responsible for assisting the County Administrator in coordinating all phases of County government functions and activities under the jurisdiction of the Board of County Commissioners; directing and providing administrative oversight to the departments and divisions of the Highlands County Board of County Commissioners. In the absence of the County Administrator, the incumbent in this position serves as the Acting County Administrator.

ESSENTIAL JOB FUNCTIONS:

The following statements describe the principal functions of the job and its scope of responsibility but should not be considered an all-inclusive list of work requirements. Individuals may perform other duties as assigned.

- Assist the County Administrator in implementing the directives and policies of the Board of County Commissioners.
- Serves as Acting County Administrator in the absence of the County Administrator.
- Enforce Orders, Resolutions, Ordinances, and Regulations of the Board to ensure that they are faithfully executed.
- Provides administrative assistance to the Board and the County Administrator.
- Assist the County Administrator with the management of all departments, divisions, and programs under the administrative control and authority of the Board.
- Provides supervisory guidelines and leadership for all directors, managers, and supervisors.
- Consults with the County Administrator and participates in the formulation of policy decisions regarding departments, divisions, and programs throughout the County Administration.
- Prepares and presents various reports to the County Administrator, Board, and federal, state, and local agencies as appropriate.
- Collaborates with the County Administrator and directors on selecting, promoting, developing (mentoring, coaching, and training), appraising, disciplining, and discharging employees pursuant to procedures adopted by the Board.
- Participates in and oversees the development, interpretation, and implementation of all divisional policies and procedures to ensure compliance with county, state, and federal policies, guidelines, rules, regulations, and laws.
- Meets regularly with the various directors to discuss the status of projects, programs, plans, and related issues and to resolve problems affecting the department.
- Oversees and is responsible for the preparation, review, and administration of yearly and long-range operational budget plans to ensure optimum efficiency and effective use of the various revenues and funds, where applicable.

- Presents relevant data to the Board at each stage of the annual budget cycle.
- Establishes, in concert with the County Administrator, objectives and associated goals designed to achieve the most effective and efficient operation possible for each county department.
- Establishes, in concert with the County Administrator, the leadership and effective management for all employees, including planning for the succession needs of each county department.
- Collaborates effectively with directors on issues or concerns with cross-functional implications.
- Establishes and maintains effective and positive relationships with the community.
- Attends conferences, public and community meetings, Board or professional meetings, as directed by the County Administrator or as necessary.

KNOWLEDGE, SKILLS & ABILITIES:

- Knowledge of management principles, short and long range management planning, cost effective measures, fiscal reporting systems, budget preparations, and human and social services program administration.
- Knowledge of the governing county, state, and federal rules, regulations, and laws.
- Knowledge of grant research and application preparation.
- Ability to interpret and enforce county, state, and federal rules, regulations, and laws.
- Ability to use good judgment in administrative and staff situations.
- Ability to make independent decisions.
- Ability to maintain effective working relationships with co-workers, managers, supervisors, directors, elected officials, vendors, and the general public.
- Ability to plan, assign, instruct, review, and evaluate work assignments of staff.
- Ability to communicate effectively, both orally and in writing.
- Ability to speak effectively in public.
- Ability to develop, prepare, and present long-range plans and programs.

PHYSICAL SKILLS:

The person in this position: Must be able to remain in a stationary position for 50% of the time. Must be able to frequently position self to reach files and other office items located on low shelves or the floor. Must be able to inspect and assess daily email and postal mail correspondence. Frequently communicates with the Board of County Commissioners, Elected Officials, directors, managers, employees, and public. Must be able to exchange accurate information in these situations. Frequently operates various types of office equipment to include, but not limited to a computer and copy machine. Occasionally ascends/descends stairs. Rarely moves materials and office equipment weighing up to 25 lbs. Constantly works in an indoor environment. Rarely works in inclement outdoor weather conditions. Rarely operates motor vehicle for up to four (4) hours continuously or intermittently.

MINIMUM QUALIFICATIONS:

Bachelor's degree from an accredited college or university in Public Administration, Business Administration, or related field and a minimum of eight (8) years of progressively responsible senior-level management experience preferably in a municipal or county government setting. Master's degree preferred.

LICENSES, CERTIFICATIONS, OR REGISTRATIONS:

Must possess and maintain a valid Florida Driver License.

OTHER JOB RELATED REQUIREMENTS:

Disaster Essential.