

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: 4/4/2018 **Department:** Community Programs (5200)
Title: Community Programs Director (1021) **Reports To:** County Administrator
Pay Grade/Salary Range: PG- 119 \$66,391.12 - \$102,906.23 **Closing Date:** 5/4/2018

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 position responsible for developing and implementing program policies and procedures for the divisions under the Community Programs Department.

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.

- Provides guidance and direct oversight of the divisions and programs under the Community Program Department.
- Consults with County Administration and participates in the formulation of policy decisions regarding divisions and programs within the Community Programs department.
- Manages and coordinates the activities of subordinate supervisors and employees including determining work procedures, issuing instructions and assigning duties, reviewing work, recommending and approving personnel actions, conducting performance reviews, and conducting departmental training and orientation.
- Develops policies, procedures and protocols as needed to carry out project activities and objectives.
- Oversees the preparation and management of the Community Programs budget.
- Follows consistently the Boards policies and procedures.
- Maintains a professional and safe unit and work area adhering to established safety policies and the image desired for the organization.
- Responds productively to change and performs all other related tasks as directed.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of all laws, rules and regulations relating to the divisions and program areas within the department.
- Knowledge of the purpose and scope of the program areas within the department.
- Ability to supervise and organize the work of staff, develop capable staff, enforce disciplinary procedures, and effectively appraise employee performance.
- Ability to research, analyze, plan, assign, schedule, and review work of others.
- Ability to use good judgment in administrative and personnel situations.
- Ability to develop objectives for department programs and to direct effective long and short-range planning.
- Ability to communicate effectively, both orally and in writing, including public speaking and preparing written reports and memorandum.
- Ability to analyze and evaluate current program activities and procedures.
- Ability to develop, prepare, and monitor complex budgets.
- Ability to establish and maintain effective working relationships with co-workers, managers, supervisors, directors, elected officials, vendors and the general public.

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 public, vendors, co-workers, managers, directors, Administration, and the Board of County Commissioners. 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:

1. EDUCATION AND EXPERIENCE:

Bachelor's degree from an accredited college or university in Public Administration, Business Administration, or related field and a minimum of two (2) years of management experience. Five (5) or more years of project management experience preferred.

2. LICENSES, CERTIFICATIONS, OR REGISTRATIONS:

Must possess a valid driver license and can secure a valid Florida driver license.

3. OTHER JOB RELATED REQUIREMENTS:

Disaster Essential.