



JOB DESCRIPTION

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.

Assistant County Administrator

Department: Administration

Pay Grade: 115 (\$71,871.15 - \$111,400.28)

FLSA Status: Exempt

GENERAL DESCRIPTION:

Professional position that performs responsible administrative and technical management work assisting the County Administrator with carrying out functions and activities necessary for the effective operation of the County. Provides assistance to the County Administrator with personal attention to administrative details and carries out special projects as assigned. May be assigned administrative oversight and coordination of departments of the County. Work involves the exercise of a high degree of independent judgment and discretion in the interpretation, application and enforcement of laws, regulations and policies relating to county operations and programs. Establishes and maintains effective communication and positive work relationships both internally and externally.

ESSENTIAL JOB FUNCTIONS:

1. Responsible for scoping and implementing special projects and strategic initiatives and leading program –based special projects that require cross-functional engagement with peers, staff and other stakeholders.
2. Manages complex projects and assignments as assigned; may require travel to represent the County throughout the state at various functions, meetings, or appointments with state and federal agencies and representatives.
3. Maintains regular contact with peers, staff, consultants and outside agencies and professional organizations regarding county activities and services.
4. Represents County Administration at a number of meetings and functions within, or outside of the County, as assigned.
5. Conducts research and prepares project outlines and reports on current operations and new project planning and development.
6. May instruct, assign, or supervise the work to accomplish work of the County Administrator's Office.
7. Researches and prepares reports and workplans on a variety of subjects.
8. Acts in behalf of the County Administrator in his/her absence.

MINIMUM QUALIFICATIONS

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to exercise sound judgment in complex situations
- Strong and confident public presenter
- Ability to receive the public with considerable poise, tact patience and courtesy
- Strong communication skills required (oral and in writing)
- Knowledge of public administration techniques and principles.
- Positive attitude with the ability to maintain good public relations with subordinates, staff, peers, supervisor and the public.
- Ability to read, interpret and apply statutes, rules, and other regulations relating to project implementation
- Ability to make sound decisions in accordance with laws, regulations and applicable policies.

EDUCATION AND EXPERIENCE:

Ten (10) years of progressively responsible professional, managerial, supervisory, and administrative experience in government functions, services or operations and including at minimum of two (2) years of managing one or more public sector operations. Graduation from an accredited four (4) year college or university with a Bachelor’s Degree in Public Administration, Business Administration, or a related field preferred.

(A comparable amount of training, education, or experience can be substituted for the minimum qualifications.)

LICENSES, CERTIFICATIONS, OR REGISTRATIONS:

Possession of a valid Florida Driver's License.

ESSENTIAL PHYSICAL SKILLS:

Work is sedentary 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. Employee must have visual acuity, acceptable hearing and the ability to communicate both orally and in writing. Employee must have the ability to access, input and retrieve information from a computer and the ability to perform limited physical efforts. Ability to travel for work for periods of 2-5 days as needed. Ability to move about on foot to accomplish tasks, particularly for long periods of time or distances to move from various work sites. Ability to stand for sustained periods of time.

ENVIRONMENTAL CONDITIONS:

Works inside an office environment most of the time (may require some outdoor work at times).

THIS IS A DISASTER ESSENTIAL POSITION.

DeSoto County is an Equal Opportunity Employer. It is the policy of the County to administer its employment practices without regard to race, color, creed, religion, national origin, ethnicity, age, gender, pregnancy, marital status, veteran status or disability. This policy applies to all employment practices and personnel actions including, but not limited to,

recruitment, screening, selection, hiring, training and development, determinations of pay and benefits, evaluation, scheduling, job assignments, promotion, transfer, demotion, layoff, discipline and dismissal.

The County complies with all applicable federal, state and local laws mandating equal employment opportunity practices and prohibiting impermissible discrimination. The County will not tolerate any discrimination based upon an individual's race, color, creed, religion, national origin, ethnicity, age, gender, pregnancy, marital status, veteran status or disability.