

COLLIER COUNTY, FLORIDA CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: ASSISTANT COUNTY MANAGER

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform highly complex managerial and administrative work by providing direction and oversight to the daily operations of the County government. Work involves assisting the County Manager with the long range planning, organization and direction of County government; directing all County divisions and departments through subordinate administrators and directors; managing special projects, making final decisions regarding employee terminations and disciplinary actions; and serving as the County Manager in his/her absence.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Assists the County Manager with the development and/or implementation of broad County plans, goals and objectives, performance measures and other strategic business functions. Confers with County Manager regarding developments, Council directives and other issues pertaining to the operation of County government.

Directs the daily operations of the County government by providing guidance and direction to subordinate administrators and managers. Ensures programs, services and systems support the County mission. Assists subordinate managers with the formulation of division/department plans that support the broader County goals and objectives. Keeps County Manager apprised of issues regarding the County's daily operations.

Reviews and approves agency budget amendments; discusses budget issues and developments with administrators and managers; and ensures budget amendments are appropriate, documented and support the County's goals and objectives.

Issues final rulings regarding all employee terminations and disciplinary actions. Conducts disciplinary/termination hearings; ensures all parties are given fair and equitable opportunities to present information; interprets and explains applicable policies and procedures; determines appropriate action; and issues ruling. Ensures human resources actions comply with state, federal and local regulations, and support County goals and objectives.

Supervises assigned clerical staff and division administrators. Performs a variety of administrative duties associated with supervising staff, to include hiring, assigning work, providing guidance and direction; evaluating performance, and taking disciplinary action as necessary.

Reviews and approves agenda items for the Board of County Commissioners meetings. Researches and resolves issues presented by Commissioners; and provides follow up and/or status reports as appropriate.

Coordinates and manages special projects, such as reorganizations, tax referenda, etc. Identifies resources and staff needed to complete project; develops project plan and schedule; directs committees, tasks forces and other parties assigned to special projects; provides status reports, study findings and recommendations; and oversees implementation of approved plans and initiatives.

Represents the County to local businesses, community organizations, citizen groups, and the general public. Responds to inquiries and/or complaints from the general public that cannot be resolved by subordinate managers.

Serves as Chief Executive Officer in the County Manager's absence. Serves as a member of the team making action/response decisions during emergencies.

Directly supervises division and/or department operations as dictated by vacancies and/or unique circumstances.

Operates a personal computer, telephones, copiers and other general office equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, or other system software.

ADDITIONAL FUNCTIONS

Performs other related duties as required.

In the event of a declared state of emergency, employees in this classification may be called to work during days or hours other than those for which they are scheduled.

MINIMUM QUALIFICATIONS

Master's degree in business, public administration or a related field; supplemented by ten years of progressively responsible experience managing municipal departments, programs and operations; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to synthesize and integrate data for predicting, anticipating, and planning for future events impacting the organization. Includes determining strategic and tactical decisions at the highest organizational levels of authority and responsibility.

Human Interaction: Requires the ability to function in a director capacity for a major organizational unit requiring significant internal and external interaction.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize consulting and advisory data and information, as well as reference, descriptive and/or design data and information as applicable.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations involving basic algebraic principles and formulas, and basic geometric principles and calculations.

Functional Reasoning: Requires the ability to apply principles of logical or scientific thinking to implement both intellectual and practical relationships. Involves responsibility for consideration and analysis of complex organizational problems of major functions.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in critical and/or unexpected situations involving moderate risk to the organization.

Leadership:

Customer Service:

Financial Accountability:

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate sounds and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

Collier County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.