

LEVY COUNTY BOARD OF COUNTY COMMISSION



JOB DESCRIPTION

POSITION:	COUNTY COORDINATOR
POSITION #:	0100
AREA(S):	COUNTY COMMISSIONERS OFFICE

DISTINGUISHING CHARACTERISTICS OF WORK:

Highly responsible, administrative work carrying out and coordinating various County operations and programs. Work is performed under the administrative direction of the Board of County Commissioners.

EXAMPLES OF WORK PERFORMED:

- Administer and carry out the directives and policies of the Board of County Commissioners and enforce all orders, resolutions, ordinances, and regulations of the Board to assure that they are faithfully executed.
- Reports to the Board on action taken pursuant to any directive or policy within the time set by the Board and provide an annual report to the Board on the state of the County, the work of the previous year, and any recommendations as to actions or programs deemed necessary for the improvement of the county and the welfare of its residents.
- Provide the Board, or individual members thereof, upon request, with data or information concerning County government and to provide advise and recommendations on County government operations to the Board.
- Supervise the care and custody of County property.
- Negotiate leases, contracts and other agreements, including consultant services, for the County, subject to the approval of the Board, and make recommendations concerning the nature and locations of the County improvements.
- Attend all meetings of the Board with authority to participate in the discussion of any matter.
- Directs and manages the administration of al departments and agencies and designated by the County Commission, with authority to suspend, discharge or remove any employee under the jurisdiction of the Board pursuant to procedures adopted by the Board of County Commissioners.
- Scrutinizes expenditures and budgets, monitors services and programs for effectiveness, analyzes and corrects problems and ineffective services.
- Reviews budgets, contracts, pay requests and negotiates agreements.
- Develops public policy for adoption, advises the County Commission and communications with the press and public relative to a variety of public administration issues.

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KNOWLEDGE, SKILLS AND ABILITIES:

- Knowing of public administration, zoning and code enforcement, public speaking, accounting and finances, and personnel administration.
- Knowledge of state and federal wage and hour guidelines and organization skills.
- Analytical skills and thorough knowledge of public administration methods of technology, organizational and planning skills.
- Ability to work independently on the broader administrative and policy-making activities and programs. Work checked only through consultation and agreement with others rather than by directives from superiors.
- Ability to communicate with internal and external contacts of considerable importance. Failure to exercise proper judgment in developing contacts and maintaining good relations may result in important losses to the organization.
- Ability to establish and maintain effective working relationships with the general public, co-workers, elected and appointed officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.

QUALIFICATIONS:

- High school diploma or equivalent.
- Five (5) years' experience administrative supervision of multi-department organization, preferably in county government.
- Possess and maintain a valid Florida driver license.
- Thorough knowledge of Levy County Policy and Procedure.
- Thorough knowledge of Levy County Municipal Code of Ordinances
- General knowledge of Elected Offices roles and responsibilities to the citizens of Levy County.

PHYSICAL REQUIREMENTS:

- Ability to see and hear (with or without corrective devices).
- While performing the duties of this job, the employee will regularly be required to sit, stand, walk, use hands, fingers, or feel, reach with hands and arms, and talk.
- Must be able to work under stress with time constraints.

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EVALUATION

Performance of this job will be evaluated in accordance with provision of the Board's policy on evaluation of personnel.

Reasonable accommodation will be made for otherwise qualified individuals with a disability.

GENERAL INFORMATION:

FLSA Status	Exempt
Worker's Comp Class Code	8810
EEOC Job Category	Officials and Administrators
EEOC Job Function	Financial Administration
EEOP Job Category	Officials/Administrators
Safety Sensitive	
Safety Category (if applicable)	
Paygrade:	BOCC approved