



**LEVY COUNTY BOARD OF COUNTY COMMISSIONERS**

**Government Serving Citizens**

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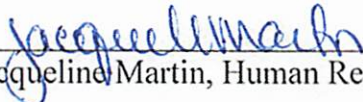
**Matt Brooks**

**UPDATED 07/10/2024 POSITION VACANCY: County Manager  
County Commissioners Office**

**ANNUAL SALARY:** \$100,000.00 - \$165,000.00 – commensurate with experience  
Full Time Position  
**JOB DESCRIPTION:** Attached  
**APPLICATION CLOSING DATE:** 08/02/2024 4:00 p.m.

Any persons that feel they are qualified for this position may apply by completing a Levy County Commission job application and submitting it to Jacqueline Martin, Human Resource Manager at the County Commissioners Office.

**ONLY APPLICANTS MEETING MINIMUM QUALIFICATIONS WILL BE SELECTED FOR INTERVIEWS.**

By:  \_\_\_\_\_  
Jacqueline Martin, Human Resource Manager

Dates Posted: 07/05/2024 - 08/02/2024 4:00 p.m. AMENDED 07/10/2024

**AN AFFIRMATIVE ACTION – DRUG FREE – EQUAL OPPORTUNITY EMPLOYER  
WE HONOR VETERANS’ PREFERENCE**

POSITION:	County Manager
POSITION #:	1100
AREA(S):	County Commission Office

#### DISTINGUISHING CHARACTERISTICS OF WORK OR NATURE OF WORK

This position provides executive leadership and overall direction to County Department heads, including providing guidance to the Board of County Commissioners on policies and procedures, administering the annual budget, working with citizen groups and responsible for the day-to-day affairs of the County, consistent with Section 125.74, Florida Statute.

#### EXAMPLES OF WORK PERFORMED OR ESSENTIAL JOB FUNCTIONS

- Administers and carries out the directives and policies of the Board of County Commissioners and enforces all orders, resolutions, ordinances and regulations of the Board.
- Provides administrative direction and supervision to employees to include: assigning projects and objectives; conducting performance evaluations; developing, motivating, and training; and making hiring, termination and disciplinary decisions.
- Maintains visibility in the community and is responsive and sensitive to community needs.
- Builds and maintains cooperative working relationships with Levy County's cities.
- Directs Department Directors in implementing Board policies and directives. Provides guidance regarding policy and procedure developments across County Departments and Divisions.
- Establishes and maintains effective working relationships with County officials and staff, other agencies, offices, and organizations.
- Establishes the schedules and procedures to be followed by all County Departments, offices and agencies in connection with the budget and supervise and administer all phases of the budgetary process.
- Administers the annual budget and capital budgets.
- Coordinates individuals and groups of employees to increase empowerment, communication, and effectiveness.
- Interprets, explains, and applies applicable laws, regulations, and policies, makes sound decisions in accordance with applicable guiding measures.
- Performs other duties of a similar nature or level.

*(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)*

#### KNOWLEDGE, SKILLS, & ABILITIES

- Managerial principles
- Leadership principles
- Advanced public administration principles and practices

- Applicable local, State and Federal laws.
- Budget and finance principles
- Strategic planning principles
- Program development and implementation principles
- Monitoring and evaluating subordinates
- Delegating and prioritizing work
- Preparing reports
- Interpreting and applying local, State and Federal laws and regulations
- Developing and implementing goals, objectives, policies, and procedures
- Reading, comprehending, and reviewing financial information
- Making program decisions based on financial considerations
- Monitoring legal and regulatory changes
- Mediating conflict and negotiating skills
- Developing and implementing strategic plans
- Managing budgets
- Communicating technical and complex concepts in a clear and easily understandable language
- Synthesizing information into reports and making appropriate recommendations
- Analyzing complex organizational, operational, and management problems;
- 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, political affiliation or sexual orientation.
- During emergency conditions, this position is considered an emergency service worker. This employee is subject to being called to work in the event of a disaster, such as a hurricane, or other emergency situation and is expected to perform emergency service duties, as assigned

#### MINIMUM QUALIFICATIONS

- Must be a resident of Levy County or become a resident within six months of employment.
- Bachelor's degree in Public Administration/Business Administration or closely related field and at least two (2) years of responsible management experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.
- Experience in local government law and labor.
- Experience with Unions preferred.
- Experience with State and Federal Agencies and lobbyist preferred.
- Executive level experience overseeing a rural jurisdiction of similar size preferred.
- Possess and maintain a valid Florida driver license.

#### PHYSICAL REQUIREMENTS

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the

human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally, and all other sedentary criteria are met.

## EVALUATION

Performance of this job will be evaluated in accordance with the Board 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 and Administrators
Safety Sensitive	NO
Safety Category (if applicable)	
Paygrade:	BOCC approved