



Flagler County Board of County Commissioners

Job Description

Position Title: Deputy County Administrator
Department: Administration
Reports to: County Administrator
Category: Exempt

Position Summary

This is highly responsible administrative work in serving as principal aide to the County Administrator; supports the County Administrator in dealing with County staff, the Board of County Commissioners, and various public affairs issues; directly handles matters of organizational importance on behalf of the County Administrator, as appropriate. Work includes performing research and special study assignments, implementing administrative policies, and exercising administrative control over assigned operations and functions. Work is performed with considerable independent judgment based on experience in developing courses of action and recommendations. Work is reviewed by the County Administrator through conferences, reports and observation of results obtained.

Essential Functions

- Makes recommendations to the County Administrator on new or revised administrative policies; conducts administrative hearings for personnel issues, as required.
- Assists the public in addressing requests and complaints.
- Represents and assists the County Administrator at community meetings and various activities.
- Assists in the development and implementation of County goals, project priorities, and programs; researches and analyzes recommendations for new programs, projects and service proposals. Prepares and/or contributes to the preparation of memorandum, ordinances, reports, briefings, presentations, and responses on organizational and strategic issues, as appropriate.
- Responsible for planning key committee and board meetings to include tracking, monitoring and follow-up on the progress of projects, action items, strategies that emanate from the Board of County Commissioners; prepare agendas, develop memos, communication, correspondence; identify meeting participants; collect, prepare and distribute appropriate briefing materials; initiate subsequent follow-up meetings and communication for key personnel as directed; anticipate and identify issues for discussion at key management meetings while coordinating with leadership team.
- Supervises and coordinates activities of assigned departments. Implements plans, programs, and actions consistent with the direction of the County Administrator and Board of County Commissioners. Coordinates activities and communications among assigned departments.
- Assists in the evaluation and prioritization of County wide projects and work programs. Conducts formal and informal monitoring of progress towards project completion. Develops various statistical and management reports.



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- Prepares and conducts performance evaluations on assigned department directors. Effectively recommends hiring, termination, disciplinary, and/or commendatory actions.
- Supervises the County Growth Management Department, the County Airport Director, and Administrative staff.
- Performs related work as required.
- In the event of an emergency, all employees are considered essential personnel and may be required to perform alternate duties.

These essential functions are not to be construed as a complete statement of all duties performed. All employees will be required to perform other job related duties as required.

Knowledge, Skills and Abilities

- Considerable knowledge of public administration with particular reference to County or municipal administration and management.
- Considerable knowledge of County laws, ordinances, and regulations.
- Considerable knowledge of research techniques, sources and availability of information.
- Ability to implement administrative procedures and to evaluate their effectiveness.
- Ability to analyze a variety of administrative, operational, and fiscal problems and to make sound recommendations for solution.
- Ability to express ideas effectively, both orally and in writing.
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of the County's Ethics and Conflict of Interest policies.
- 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.

Physical Requirements

Physical demand: Moderate

- Expressing or exchanging ideas by spoken word or perceiving sound by ear.
- Good eyesight for protection or safety of self and others.
- Physical requirements include: Sitting, standing, walking, bending, stooping, lifting and moving of approximately 50 lbs.
- Employee is frequently required to reach with hands and arms; climb or balance, stoop, kneel, crouch, or crawl.
- Position requires good hand dexterity for operating equipment; ability to hear, comprehend and respond to patrons, co-workers and supervisors both orally and in writing.
- Subject to working in adverse weather conditions.
- Good eye sight for production or safety of self and others.



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Education, Experience and Training & Other Requirements

- Graduation from an accredited 4-year college or university with major course work in public or business administration.
- 4-years progressively responsible experience in municipal or county government management work.
- Or, any equivalent combination of relevant training and experience. At least 10 years of related experience at a senior staff level.
- County residency required within approximately 6 months of employment date to ensure optimal decision making process in cognizance with the County's ever evolving social, economic and political climate.

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

All job descriptions are subject to revision and amendment. I have received a copy of this job description and am fully aware of the expectations of this job.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____