
UNION COUNTY BOARD OF COUNTY COMMISSION

15 NORTHEAST 1ST STREET • LAKE BUTLER, FL • 32054

PHONE: 386-496-4241 • FAX: 386-496-4810

Union County is seeking to hire for the newly created position of County Coordinator. Email resumes to connellk@unionclerk.com by December 31, 2018. The anticipated salary range is \$60,000-\$80,000.

A job description is attached.

BOARD MEMBERS:

KAREN COSSEY, District 1 • CHANNING DOBBS, District 2 • JIMMY TALLMAN, District 3 • LACEY CANNON, District 4 • WILLIE CROFT, District 5

KELLIE HENDRICKS CONNELL
Clerk of Court

RUSSELL WADE
County Attorney

UNION COUNTY BOARD OF COUNTY COMMISSIONERS
JOB DESCRIPTION

Job Title: County Coordinator

Department: Board of County Commissioners' Office

GENERAL DESCRIPTION:

Administrative management position responsible for a wide range of difficult to complex administrative activities related to the function of County government operations under the supervision and policy guidance of the Board of County Commissioners.

ESSENTIAL JOB FUNCTIONS:

1. Performs duties of an administrative management nature and assists the Board of County Commissioners in planning, policy and operational matters.
2. Participates directly in the implementation of Board policy as related to daily governmental operations.
3. Performs research and analysis, secures details of specialized information, and provides details with possible courses of action to the Board for their review and consideration.
4. Uses information technology to prepare presentations, reports, letters, forms, schedules, manuals and related paperwork for the Board of County Commissioners and other organizations as directed.
5. Supervises all County Departments reporting to the Board of County Commissioners. To fill a vacancy, the Coordinator will recommend an applicant for hiring a Director. The coordinator will terminate Directors when necessary, and appeals can be made directly to the Board.
6. Assist County Departments in grant application and management.
7. Assist County Departments in budget development and review.
8. Perform other duties as assigned by the Board of County Commissioners.

(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.)

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of Information Technology, hardware and software
- Knowledge of public administration practices and procedures
- Knowledge of the County's policies, procedures and practices
- Knowledge of planning principles and practices
- Knowledge of personnel regulations and employment law
- Knowledge of budget and fiscal management policies
- Ability to establish and maintain effective working relationships with employees, elected officials and the public

- Ability to communicate using effective writing, speaking, listening and visual skills to varied audiences
- Knowledge of the HCRA program

EDUCATION AND EXPERIENCE:

Graduation from an accredited college or university with a major in Public Administration, Business or Political Science or closely related field and three (3) years work experience in governmental operations and management.

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

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

Florida Driver's License with good driving record

ESSENTIAL PHYSICAL SKILLS:

- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without hearing aid)
- Ability to access, input and retrieve information from a computer
- Ability to sit at a desk and view a display screen for extended periods of time.
- Sitting
- Standing
- Speaking to diverse audiences

ENVIRONMENTAL CONDITIONS:

Works both inside in an office environment and outside in various County department environments

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