



**Alachua County**

**Assistant County Manager-Chief Transformation Officer-  
PENDING BOARD APPROVAL**

<b>CLASS CODE</b>	955	<b>SALARY</b>	\$56.34 - \$94.73 Hourly \$4,507.40 - \$7,578.06 Biweekly \$117,192.40 - \$197,029.46 Annually
<b>BARGAINING UNIT</b>	SR Management (County At Will)	<b>ESTABLISHED DATE</b>	October 07, 2024

**Class Concept**

This is a highly professional and senior level management position specific to directing the Innovation, Culture & People Programs work group.

An employee assigned to this classification is responsible for directing assigned departments and offices; evaluating and coordinating existing programs, embracing change and recommending, developing and implementing innovative strategies that align with the county's overall goals and objectives.

Work is performed under the broad direction of the County Manager and is reviewed through conferences, reports and observations of results obtained.

**Examples of Duties**

This is an emergency essential classification. Upon declaration of a disaster and/or emergency, all employees in this classification are required to work.

Exudes a positive customer service focus.

Advocates building organizational culture through aligning decisions with core values including integrity, honesty, respect, diversity, innovation, accountability and communication.

May be required to serve as the County Manager in their absence, upon request.

Manages/coordinates and/or provides direct supervision over the activities of assigned department directors and/or subordinate supervisors/managers and/or employees including determining work procedures and schedules; issuing instructions and assigning duties; reviewing work; recommending and approving personnel actions; conducting performance reviews; and may coordinate departmental training and/or orientation.

Leads and facilitates functional group programs; identifies major initiatives and discusses impacts which cross departmental lines; provides proactive strategies for delivering quality customer service and facilitates interdepartmental communication and team-based problem resolution.

Inspires and embraces innovation, culture and people programs and fosters the development of staff and programs.

Collaborates with Directors, Managers, County Staff, County Manager and other officials to plan, coordinate, implement and address modify programs and matters affecting internal operations to assigned departments.

Oversees and coordinates the development review process to ensure timely completion of reviews and when needed, moderates the difference of opinions in the development review process between departments.

Directs the preparation of and recommends short and long-range goals and business plans for County service provisions and funding. Directs the development of specific proposals for action regarding current and future County needs.

Provides direction for reports and presentations, reviews, and revises work assignments for groups of assigned employees as needed.

Directs, plans, implements and delivers written reports, oral presentations and/or speeches as assigned by a higher-level Administrator.

Ensures the proper administration, development and monitoring of budgets for Departments and Divisions and Offices assigned to Innovation, Culture & People Programs; provides direction and reviews budget expenditures, revenues, appropriations and enhancements. Makes recommendations and offers direction to programs for reductions and/or enhancements.

Analyzes and evaluates departmental policies, reviews federal, state and local laws, rules and regulations governing the program within the department; recommends development of new policies and/or revisions in current policies with Human Resources Director, as appropriate.

Holds regularly scheduled staff meetings with department, office directors, and/or office managers; renders problem-solving assistance, guidance and direction to staff.

May discuss legislative issues, strategies and updates with the Commissioners, as well as County staff, as needed.

Performs administrative duties assigned or delegated by the County Manager, with professionalism and a sense of urgency.

NOTE: These examples are intended only as illustrations of the various kinds of work performed in positions allocated to this class. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

#### KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of the principles and practices of local government administration and organization.

Considerable knowledge of all laws, rules and regulations governing the various departments within the County.

Ability to supervise and organize the work of staff, develop and motivate staff, enforce disciplinary procedures and effectively appraise employee performance.

Ability to facilitate teams and work groups in the resolution of issues and realization of goals and objectives.

Ability to exercise leadership in a team-based management environment.

Ability to research and collect data to make sound recommendations for program policies and procedures.

Ability to encourage and foster customer service focus, employee development and empowerment, commitment to environmental preservation and sustainable development, integrity, professionalism and responsibility at all organizational levels.

Ability to communicate effectively, both orally and in writing, including public speaking and preparing written reports and memoranda.

Ability to establish and maintain effective working relationships with co-workers, elected officials, community interest groups and the general public.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to talk or hear. The employee is occasionally required to be mobile.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

### **Minimum Qualifications**

Master's degree with major course work in public administration, business administration, human resources, or related field and five years of progressively responsible governmental administrative experience in human resources, equal opportunity or court services; or any equivalent combination of related training and experience.

Successful completion of a pre-employment drug screen, Level 2 criminal investigation check, and successful completion of all applicable background checks pre-hire and ongoing are required.