BOARD OF COUNTY COMMISSIONERS
SPECIAL MEETING
January 14, 2025 at 5:00 PM
Edward J. Butler Governmental Complex
9-B East Jefferson Street
Quincy, Florida

AGENDA

1. **Call to Order.**

2. **Invocation.**

3. **Pledge of Allegiance.**

4. **Amendments to the Agenda.**

5. **Approval of Agenda.**

6. **Citizens Requesting to Be Heard on Non-Agenda Items (3-minute limit).**

The Gadsden County Board of County Commissioners welcomes and encourages public participation at all meetings of the Board. Citizens are free to speak for up to three (3) minutes on non-agenda items. Public comments and participation are also encouraged for items on the agenda.

Additionally, if you are unable to attend a meeting in person, comments from the Public can also be submitted via email to CitizensToBeHeard@gadsdencountyfl.gov until noon on the date of the meeting. Comments submitted after the deadline, but prior to the meeting, will be added to the official record, but the County cannot guarantee that Commissioners and staff will have adequate time to review comments prior to the meeting.

Citizens are further encouraged to participate on the County's website at www.gadsdencountyfl.gov.

7. General Business.

7.a County Administrator's Position

(Eric F. Hinson, Chairman)
7.a. Position Description

8. <u>Motion to Adjourn.</u>

Gadsden County
Board of County Commissioners

Position Description

Position: **County Administrator**	Position Number: **0001**
Department: **Administration**	Position Reports To: **BOCC**
Approved By: **Board**	Approved Date: **August 16, 2016**
FSLA Status: **Exempt**	
Incumbent:	
Position Supervises: (Indicate the position number and title of all positions supervised by this position.) **0002 - Assistant County Administrator** **0003 - Executive Assistant** **0067 - Public Works Director** **0094 -** **0099 - Special Projects Director** **0112 - EMS Director** **0017 - Growth Management Director** **0013 - Building Official** **0192 - Director of Human Resources** **0202 -**	
Work Hours: **Monday - Friday, 8:00am until 5:00pm/Varies**	

SUMMARY

The County Administrator is responsible for supervising and coordinating all activities for the County Commissioners' offices and Departments as indicated by the official county organizational structure through the respective Department Directors. Responsibilities include implementing all approved Board policies and programs; assuring that all directives, decisions, policies, resolutions, ordinances, and regulations issued by The Board are executed and recommending courses of action to The Board on any matter deemed necessary for health, safety, and welfare of Gadsden County.

Additional responsibilities include acting and representing the position of The Board to other elected officials, governmental entities and the general public, and in such capacity, will have extensive contact with various officials and representatives of Federal, State and local governments, citizen groups and the general public.

The County Administrator will report to and receive general directions from The Board of County Commissioners in carrying out assigned responsibilities.

ESSENTIAL DUTIES & RESPONSIBILITIES

Supervise and coordinates general administrative affairs and activities for The Board of County Commissioners.

Exercises general supervision over the Board of County Commissioners' operating and staff support departments of County Government.

Attends Board meeting, participates in discussions, makes recommendation, and gives special reports as requested by The Board.

Interprets Board policy, as necessary for effective daily operations and clarification of The Board's intent in policy matters, until same can be clarified in subsequent Board meetings.

Develops and maintains a clear communications system to convey accurate information and directives effectively between The Board of County Commissioners and all operating entities of County government to insure complete facts are available for The Board of County Commissioners' decision making.

Assists The Board in developing short and long range County goals and objectives, policies, programs and plans, including communications with citizens and citizen groups as to perceived citizen needs and desires.

Develops for consideration of The Board of County Commissioners, programs and projects to accomplish established Board goals and objectives including recommended priorities for accomplishment of same.

Coordinates, in conjunction with Office of the Clerk of Circuit Court, the preparation of the annual operating budget and capital improvement program by departments with assistance from the Department Directors.

Evaluates department budgets and prepares comprehensive budgetary recommendations for The Board of County Commissioners.

Implements the instruction from the Board of County Commissioners regarding the budget as adopted by The Board of County Commissioners, including reports to The Board periodically in the progress, accomplishments, and variances from those instructions.

Initiates corrective action to revise work programs to accomplish objectives established by The Board of County Commissioners.

Recommends annually, as part of the budget process, appropriate organization patterns for County Commissioners.

Administers the County's Equal Employment Opportunity Program; advises The Board of human and monetary resources necessary for implementation of said plan; communication of the Affirmative Action Plan to employees and the general public; preparation of annual report to The Board concerning progress in the area of Equal Opportunity Employment.

Hears and investigate on behalf of The Board of County Commissioners citizens request for services and/or complaints; take corrective action and reports action to The Board.

Represents the County of affairs of intergovernmental relations with other officials and Constitutional Officers or agencies, including neighboring cities or counties.

Provides at The Board's direction public information on the County's activities to the general public, civic organizations and the news media.

Appears as directed by The Board of County Commissioners as official representative of The Board to convey the official County position on matters of importance to The Board.
Certifies travel for Board members; certifies travel and approves leave for Department Directors.

Coordinates activities of department and resolves potential conflicts between departments.

Conducts periodic Department Directors meeting and meetings with other staff members as necessary.

Reviews performance evaluations and merit increase on administrative personnel as recommended by Department Director.

Responsible for the hiring and termination of Department Directors and Division heads and takes appropriate action to hire and terminate.

Approve training and development programs.

Review and make recommendations on proposed new or revised job descriptions.

Performs other duties that may be assigned or as necessary.

SUPERVISORY RESPONSIBILITIES

This position supervises nine positions directly and is indirectly responsible for remaining staff.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Extensive knowledge of the principles and practices of public administration and management as it applies to all areas of municipal and County government operations. Expertise in growth management and economic development. Experience with state and federal legislative processes, regulations, and laws. Proven successful experience working with the public and other stakeholders. Proven successful experience with organizational budgeting, auditing, and managing contracts. Commitment to professional development for self and staff. Proven ability to successfully delegate duties and assignments to meet required deadlines. Exceptional communication skills both orally and written with the ability to make presentations before a group of individuals. Proven conflict resolution experience.

Ability to exercise considerable judgment and direction in establishing and maintaining good working relationships with a diverse workforce. Also ability to maintain working relationships with elected officials, board, department heads and other governing agencies. Must be proficient in computer technology skills.

EDUCATION AND/OR EXPERIENCE

Graduation from an accredited college or university with a Bachelor’s degree in public administration, social science or a related field is required, and a minimum of five years of supervisory experience in municipal or county government, three years of which should be in a high level public administrative position. A Master's degree in Public Administration or a related field is preferred.

PERSONAL CHARACTERISTICS

Must have a positive attitude and be an excellent leader and motivator with strong integrity. Must be innovative with a strong level of accountability. In a creative and dynamic way, build and maintain consensus among staff and governmental entities. Must be able to give and receive constructive feedback and criticism. The Administrator should be accessible to staff and members of the public.

POSITION AUTHORITY/GUIDELINES

The County Administrator is authorized to take any reasonable action necessary to carry out responsibilities as long as such is consistent with position guidelines cited here in. Position guidelines but are not limited to: The Board of County Commissioners' policies and procedures, Personnel Policies and Procedure, applicable provisions of Florida Statutes covering conduct of county administrative activities, adopted county ordinances, and accepted professional standards and practices of public administration.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

CERTIFICATES, LICENSES, REGISTRATIONS

Possession of a valid Florida driver's license with a favorable driving record.

WORK ENVIRONMENT

The work environment is generally an office environment with periodic outside meeting and appointments.

PERFORMANCE EVALUATION

Work of employee is reviewed through conferences and reports. Job performance is evaluated objectively by The Board of County Commissioners which is a quantifiable measure of productivity on a number of factors related to the employee's overall management and administrative effectiveness. The County Administrator shall serve at the pleasure of The Board of County Commissioners.

This position description was reviewed and discussed with the incumbent: ☐ Yes ☐ No

By signing below, I agree and understand that I must be able to perform each responsibility set forth above to continue my employment with the Gadsden County Board of County Commissioners.

Incumbent's Signature	Date Signed
Supervisor's Signature	Date Signed

Revisions/Updates	

Rev. 08-02-2016