MONROE COUNTY, FLORIDA
JOB DESCRIPTION

Position Title: DIVISION DIRECTOR EMPLOYEE SERVICES	**Date:** October 1, 2005
Position Grade: 14 **CLASS CODE: 14-2**	**FLSA Status:** Exempt

GENERAL DESCRIPTION

(The information of the description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.) Primary function is to coordinate H.R, Workers' Compensation, Risk Management, Employee Benefits, Safety for the county.

KEY RESPONSIBILITIES

1. * Plan, supervise and direct County Personnel Programs. Interview applicants, review applications and recommend hiring of all division personnel. Direct, implement and monitor all county programs regarding personnel issues within the division.
2. *Plan, control, staff, organize, and represent and direct all Division programs in the County.
3. Prepare, review, edit, recommend and monitor the Division's budgets.
4. Speak to civic clubs, homeowners, property owners, radio, TV and newspapers as required. Official spokesperson for all divisional issues.
5. *Serve as Division coordinator for the County Administrator during emergencies and disasters to best utilize resources of the Division.
6. *Provide policy recommendations on Division issues and programs of the County Administrator, the BOCC and other Divisions. Consult with the County Administrator periodically concerning issues, problems, and progress of the Division.
7. Prepare, review, edit and approve items to be forwarded to the County Administrator for placement on the County Commission meeting agenda and handle presentations at meetings with staff participation as necessary.
8. Advise the County Administrator on the cost, efficiency and effectiveness of existing and proposed programs.
9. Coordinate labor relations activities including negotiations, grievance processing complaints and procedures and EEO activities.
10. *Administer the County's Workers' Compensation Plan, Risk Management Program, health, life and other employee insurance programs.
11. Carry out such other projects as may be required to accomplish the function of the Management Services Division.

***Indicates an essential job function**

Position Title: DIVISION DIRECTOR, EMPLOYEE SERVICES	**Position Grade:** 14

KEY JOB REQUIREMENTS

Education/Experience : Bachelor's Degree and 12 years of progressively responsible experience in related field. A combination of education & experience may substitute for the formal education requirements.

Impact of Actions: The work involves leadership which routinely affects multiple divisions of Monroe County and/or the surrounding community in a demonstrable way.

Complexity: Highly Complex: Work is broad in scope covering one or more complicated areas. Policy, procedure, or precedent are typically created by this position. A high degree of analytic ability and inductive thinking is required to devise new, non-standard approaches to highly intricate, technically complex problems.

Decision Making:
Multifaceted: Supervision is present on a limited time basis to review broad objectives. Independent judgment is Required to review and approve major recommendations, establish procedure, and coordinate technical and Administrative recommendations with County-wide policies.

Communication with Others: Requires continuing internal and external contacts involving difficult formal negotiations calling for well developed sense of timing and strategy and detailed explanation and interpretation of policies, rules and regulations and managing relationships at the highest level.

Managerial Skills: Responsible for supervising multiple functions, with full responsibility for effective operation and results.

Working Conditions/ Physical Effort: Normal office situation; typically sitting at a desk or table; Intermittently sitting, standing, stooping; Typically standing and/or walking.

On Call Requirements: Division Director, as part of senior management, is expected to be available as necessary to fulfill job obligations. Required to work during emergency situations, as necessary.

Other: Requires Florida Drivers License.

APPROVALS

Deputy *County Administrator:*

Name: Deborah Frederick Signature: D. Frederick Date: 12/8/05

On this date, I have received a copy of my job description relating to my employment with Monroe County:

Name: _____ Signature: _____ Date: _____