MONROE COUNTY

JOB DESCRIPTION

Position Title: SR. ADMINISTRATOR, SPECIAL PROJECTS		**Date**: 08/03/05
Position Level: 12	**FLSA Status**: Exempt	**Class Code**: 12-16

GENERAL DESCRIPTION

Primary function is to manage and coordinate work and projects associated with county facilities, roads and bridges and grounds in the Lower Keys area, and special projects as assigned by the Public Works Director.

KEY RESPONSIBILITIES

1. *Manage maintenance related projects and new construction projects for facilities, roads & bridges, and parks & beaches in the Lower Keys area.
2. Coordinate electricians, plumbers, painters and roads & bridges workers for daily projects.
3. Design, estimate and procure permits and materials; solicit proposals for projects and services.
4. Monitor contractors, coordinate with facility users, safety and quality assurance of projects.
5. *Ensure county facilities are accessible under A.D.A. guidelines, provide A.D.A. improvements.
6. Safety issue compliance for projects and daily activities, confined space and lockout/tagout.
7. Document and account for projects i.e., cost and time; alarm and sprinkler system certification.
8. Work with computer (PC, MP2, e-mail, compose memoranda, input work orders, purchase orders).
9. *Handle special projects as assigned by the Public Works Director.

* Indicates an "essential" job function.

The information on this 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.

Position Title: SR ADMINISTRATOR, SPECIAL PROJECTS	**Class Code**:	**Position Level**: 12

KEY JOB REQUIREMENTS	
Education:	Bachelor's Degree required.
Experience:	3 to 5 years.
Impact of Actions:	Makes decisions and final recommendations which routinely affect the activities of an entire department. Position duties may include responsibility for developing strategic plans for one or more divisions.
Complexity:	Highly Complex: Work is broad in scope covering one or more complicated areas. Policy, procedure, or precedent is 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:	Highly Complex: Supervision is present to review established departmental and/or divisional objectives. Indepenent judgment is required to recommend departmental or divisional objectives, evaluate new approaches to problem solving , and assess changing facts or conditions.
Communication with Others:	Requires regular contacts to carry out programs and to explain specialized matters. Also requires continuing contacts with officials at higher levels on matters requiring cooperation, explanation and persuasion, as well as with the public involving the enforcement of regulations, policies and procedures.
Managerial Skills:	Responsible for making recommendations within a department in the areas of compensation, staff selection, disciplinary action, complaints, staff performance appraisal, and similar supervisory duties. Plans, assign, and evaluates the work of subordinates for effective operation and results of the unit.
Working Conditions/ Physical Effort:	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.
On Call Requirements:	On call 24 hours pending disasters.
Other:	Florida Driver's License.

APPROVALS

Department Head:

Name: N/A Signature: Date:

Division Director:

Name: David Koppel Signature: Date: 9-2-05

County Administrator:

Name: Tom Willi Signature: Date: 9/2/05

Position Title: SR ADMINISTRATOR, SPECIAL PROJECTS	**Class Code**: 11-22	**Position Level**: 12

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

Name: Signature: Date: