

**BOARD OF SUMTER COUNTY COMMISSIONERS
JOB DESCRIPTION**

JOB TITLE: Financial Services Support Specialist

DEPARTMENT: Financial Services Department

DIVISION: Support Services

GENERAL DESCRIPTION:

Provides a wide range of financial administrative support functions within the Financial Services Department. Assists with the property assessment roll, annual budget preparation and daily functions including accounts payable and purchasing. This position requires judgment, confidentiality, excellent communication and organizational skills. Works closely with internal departments, outside agencies and the public.

ESSENTIAL JOB FUNCTIONS:

1. Prepares purchasing change orders, requisitions and purchase orders and processes financial transactions, purchase requisitions/orders and invoices.
2. Assists in coordinating the budget and purchasing functions including budget preparation, agenda review and other related projects.
3. Assists in the preparation of financial data related to risk management liability insurance and employee benefits.
4. Assists in the preparation of various daily and monthly reports.
5. Assists in developing policies, procedures and programs to promote efficient and effective financial services operations.
6. Conducts research, compiles facts, analyzes data, develops recommendations, observations or summaries and submits written and oral reports as directed.
7. Works closely with the staff in designing various reports including the Annual Report, Annual Budget, County Administrator's Annual Budget Letter and various web-based reports.
8. Prepare annual assessment tax roll(s) in accordance with procedures and timelines set forth in Capital Improvement and Essential Services Procedural Assessment Ordinance.
9. Reviews and makes recommendations for waivers, credits, rebates, transfers, and refunds of assessment fees.
10. Coordinates accounting for property including acquisition and disposal of real property, acquiring property value appraisals, disposal of tangible property and accounting for all funds generated through these sales.
11. Maintains records for a wide variety of real and tangible personal property including assigning property numbers and distributing tags for tangible personal property.
12. Assist with the administrative functions of the Tourist Development Council including providing the noticing, minutes and grant review.
13. In case of emergency or crisis situation (hurricane, flood, etc.) position is required to respond/perform recovery duties as assigned by immediate supervisor.
14. Regular attendance.

(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 requested.)

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the rules, regulations and procedures of the assigned unit.
- Ability to read and/or prepare a variety of forms and documents including budget requests, various budget-related reports, etc., using proper format.
- Ability to utilize mathematical formulas; to add, subtract, multiply and divide numbers; to determine percentages and decimals, to analyze statistical data.
- Ability to communicate effectively both verbally and in writing
- Ability to work with people within the organization.
- Ability to review, classify, categorize, prioritize, and/or analyze data and/or information.
- Ability to interpret instructions furnished in written, oral, diagrammatic, or schedule form.
- Ability to exercise independent judgment, decisiveness and creativity to adopt or modify methods and standards to meet variations in assigned objectives.
- Ability to access, input, and retrieve information from a computer using Microsoft Word and Excel and other programs used for in the Financial Services Department.
- Ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.
- Ability to be instructed.

EDUCATION AND EXPERIENCE:

- Graduation from an accredited high school or possession of an acceptable equivalency diploma.
- Two (2) years of related experience, preferably in government.

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

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

- Valid Florida Driver's License and a driving record acceptable to insurance provider.

ESSENTIAL PHYSICAL SKILLS:

- Acceptable vision (with or without correction).
- Acceptable hearing (with or without correction).
- Ability to operate a computer.
- Ability to access file cabinets for filing and retrieval of data.
- Ability to sit at a desk and view a display screen for extended periods of time.
- Ability to answer telephone and provide information.

ENVIRONMENTAL CONDITIONS:

- Inside in an office environment.
- Works closely with others.

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

FLSA Non - Exempt Status

Reviewed 10/01/2010

**BOARD OF SUMTER COUNTY COMMISSIONERS
JOB DESCRIPTION**

JOB TITLE: Financial Services Coordinator

DEPARTMENT: Financial Services

DIVISION: Support Services

GENERAL DESCRIPTION:

Under general supervision, the purpose of the job is to perform moderately complex accounting work according to generally accepted standard accounting principles, established procedures, departmental guidelines, internal controls, and regulatory requirements applicable to the work. Employees in this job classification function at a professional level to accomplish assigned functions according to established schedules, calendars and projects of the department. Work includes supervising staff, preparation, processing, reconciliation, recording and distribution of financial and related data, preparing and analyzing budgets, analyzing insurance premiums, reviewing contracts and writing policies and procedures. Performs related work as directed.

ESSENTIAL JOB FUNCTIONS

1. Maintains budget software and assists in implementation of new financial software.
2. Assist in training County staff in financial policies and procedures.
3. Prepares various documentation regarding activities of departments (e.g., various weekly, monthly and annual reports).
4. Assists with the preparation and implementation of the annual budget.
5. Generates various system reports or audits calculations and ensures accuracy, (e.g., insurance premiums, tax rolls, assessment fees).
6. Monitors and reviews departmental accounting records and transaction activities for accuracy; conducts standard internal audits of various revenues, funds, and departmental accounting records; performs special audits as assigned.
7. Evaluates procedures to ensure compliance with established regulatory standards.
8. Supervises Financial Services Support Specialist staff and programs which involve instructing, assigning and reviewing work, planning, maintaining standards, coordinating activities of the department.
9. Prepares reports and narratives to support information contained in budget documents.
10. Reviews County's fixed assets and supporting documentation to ensure all assets are recorded in the County's fixed asset system.
11. Audits financial aspects of benefit plans including health insurance, life, dental, and disability, and provides internal premium billing for 1346 participants.
12. Coordinates, investigates, and files claims for all lines of insurance, including Property, Inland Marine, Auto Liability and Physical Damage, Pollution, and General Liability; works directly with citizens and/or their insurance company on claims against the County.
13. In case of emergency or crisis situation (hurricane, flood, etc.) position is required to respond/perform emergency and recovery duties as assigned by immediate supervisor.
14. Regular attendance.

[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 county government functions and organization.
- Knowledge of business English, spelling, and punctuation.
- Knowledge of principles and practices of governmental accounting.
- Ability to multi-task while maintaining high level of concentration and accuracy despite constant interruptions.
- Ability to utilize mathematical formulas; to add, subtract, multiply and divide numbers; to determine percentages and decimals, to analyze statistical data.
- Ability to read and/or prepare a variety of forms and documents including budget requests, various budget-related reports, etc., using proper format.
- Ability to establish and maintain good working relationships with government officials, division directors, department heads, employees, business professionals and the general public.
- Ability to utilize tact and diplomacy to deal effectively with the general public and fellow employees.
- Ability to communicate effectively both orally and in writing.
- Ability to understand and follow complex polices, laws, and directives.
- Ability to work efficiently and accurately in an atmosphere of frequent interruptions.
- Ability to remain calm in stressful situations.
- Ability to access, input, and retrieve information from a computer using Microsoft Word and Excel and other programs used for budget and purchasing. Experience with Crystal Reports a plus.

EDUCATION AND EXPERIENCE:

- Graduation from an accredited four (4) year college or university with a Bachelor's Degree in Finance, Accounting, Public Administration, Business Administration or a closely related field.
- Three (3) years progressively responsible experience in the field of accounting.
- Governmental experience with an emphasis in budgeting, preferred, but not required.

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

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

- Valid Florida Driver's License and a driving record acceptable to insurance provider.

ESSENTIAL PHYSICAL SKILLS:

- Acceptable vision (with or without correction)
- Acceptable hearing (with or without correction)
- Ability to sit at a desk and view a display screen for extended periods of time.
- Ability to enter and retrieve data from a computer at a prescribed rate of speed.
- Must be able to communicate using speech, hearing, and vision skills.

ENVIRONMENTAL CONDITIONS:

- Inside in an office environment.
- Works closely with others.

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

FLSA Exempt Status

05/24/11

**BOARD OF SUMTER COUNTY COMMISSIONERS
JOB DESCRIPTION**

JOB TITLE: Financial Services Manager
DEPARTMENT: Financial Services Department
DIVISION: Support Services

GENERAL DESCRIPTION:

Highly responsible administrative position serving as an advisor on County financial matters. Responsible for managing various financial components of the County including risk management, employee benefits, impact fees and assessments, grants, agreements, purchasing activities and preparing, monitoring, and analyzing the county annual operating and capital budgets. This position requires judgment, confidentiality, excellent communication and organizational skills. Works closely with Employees Services, County Finance and other county departments.

ESSENTIAL JOB FUNCTIONS:

1. Daily administration and management of the Financial Services Department including implementation of budget and purchasing policies and procedures. Supervises the preparation and presentation of the annual operating and capital improvement program budgets. Coordinates development of the county's five year Capital Improvements Plan as it relates to long range financial requirements and funding sources, as well as the inclusion in the department's budget. Acts as Systems Administrator for the budget software.
2. Supervises Financial Services staff and programs which involve instructing, assigning and reviewing work, planning, maintaining standards and coordinating activities of the department.
3. Develops policies and procedures for the efficient administration of the County's financial functions. Monitors Federal, State and Local laws, rules and regulations governing local government financial requirements and recommends strategies to ensure compliance. Responsible for TRIM compliance.
4. Serves as fiscal consultant for the Department Heads and Division Directors. Assists in analyzing anticipated revenues, expenditures, and other data to ensure development of a balanced budget.
5. Administers the Community Redevelopment Agency program, including review of tax rolls, attending City Council meetings as required and processing and approving payments.
6. Prepares various financial analyses, forecasts and reports, including but not limited to, monitoring items of operating budget, revenues and expenditures, control of personnel, performance measures, periodic statistical reports, capital and operating expenses to aid in long range planning and increasing the efficiency of county operations.
7. Oversees bids and proposal process to include directing and coordinating all phases of the process.
8. Oversees various financial and contractual components of risk management including liability insurance and employee benefits.
9. Reviews contracts and leases to insure that insurance requirements are adequate; sets policy or guidelines for indemnification and insurance requirements and consults with legal counsel as needed in these matters; reviews contracts and agreements to identify and rectify deficiencies.
10. Coordinates, investigates and files claims for various lines of insurance including Property, Inland Marine, Auto Liability and Physical Damage, Pollution, and General Liability; works directly with citizens on claims against the County and/or their insurance companies.
11. Oversees Assessments Programs and works with staff in developing necessary assessment rolls.
12. Prepares and presents oral and written presentations to the Board of County Commissioners, County Administrator, Divisions and general public as directed.
13. Oversees the administrative functions of the Tourist Development Council including providing the noticing, minutes, review of finances, grant review and recommendations to the TDC.
14. In case of emergency or crisis situation (hurricane, flood, etc.) position is required to respond/perform emergency and recovery duties as assigned by immediate supervisor.
15. Regular attendance.

[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:

- Thorough knowledge of county government functions and organization.
- Thorough knowledge of business English, spelling, and punctuation.
- Ability to utilize mathematical formulas; to add, subtract, multiply and divide numbers; to determine percentages and decimals, to analyze statistical data.
- Ability to read and/or prepare a variety of forms and documents including budget requests, various budget-related reports, etc., using proper format.
- Ability to establish and maintain good working relationships with government officials, division directors, department heads, employees, business professionals and the general public.
- Ability to utilize tact and diplomacy to deal effectively with the general public and fellow employees.
- Ability to communicate effectively both orally and in writing.
- Ability to understand and follow complex policies, laws, and directives.
- Ability to work efficiently and accurately in an atmosphere of frequent interruptions.
- Ability to remain calm in stressful situations.
- Ability to access, input, and retrieve information from a computer using Microsoft Word and Excel and other programs used for budget and purchasing.

EDUCATION AND EXPERIENCE:

- Graduation from an accredited four (4) year college or university with a Bachelor's Degree in Finance, Accounting, Public Administration, Business Administration or a closely related field.
- Five (5) years progressively responsible experience in the field of governmental budgeting, risk management, insurance, and purchasing.
- Three (3) years experience in a supervisory role.

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

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

- Valid Florida Driver's License and a driving record acceptable to insurance provider.

ESSENTIAL PHYSICAL SKILLS:

- Acceptable vision (with or without correction)
- Acceptable hearing (with or without correction)
- Ability to sit at a desk and view a display screen for extended periods of time.
- Ability to enter and retrieve data from a computer at a prescribed rate of speed.
- Must be able to communicate using speech, hearing, and vision skills.

ENVIRONMENTAL CONDITIONS:

- Inside in an office environment.
- Works closely with others.

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

FLSA Exempt Status

Revised 05/02/11

**BOARD OF SUMTER COUNTY COMMISSIONERS
JOB DESCRIPTION**

JOB TITLE: Staff Assistant III

DEPARTMENT: Various

GENERAL DESCRIPTION:

Advanced and specialized clerical work that is performed in accordance with prescribed and well established procedures. Employees assigned to this classification require advanced and technical knowledge of the department and operations of the unit to which assigned.

ESSENTIAL JOB FUNCTIONS:

1. Performs specialized and technical clerical and record keeping work. Work is performed with a minimum of supervision. Duties may require the employee to function as a lead worker over a small clerical staff.
2. Types correspondence, memoranda, reports, records, orders and other office documents from rough drafts, transcribing machines, notes and oral instructions, in rough draft and finished copy by the use of touch-typing methods.
3. Sorts, grades, verifies, files and/or pulls from files, materials and documents such as correspondence, reports, purchase orders, case records, statistical records, cards, other records according to number, name, alphabet, invoices and group code and/or other prescribed procedures.
4. Maintains files such as index card files, record files, folder files and control files with coding systems, output cards, tab guides and other controlling devices.
5. Inputs various data into computer using word-processing based software or a word processor. Accesses, inputs and retrieves information from a computer.
6. Processes incoming and outgoing mail.
7. Gives information in person or by telephone to other units and the public, applying knowledge of rules, regulations and procedures of the assigned unit.
8. Operates office machines such as adding machines, CRT, fax, copiers and other general office machines with such accuracy as can be acquired from their use on the job.
9. Regular attendance.

[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 the rules, regulations and procedures of the assigned unit.
- Knowledge of business English and spelling.
- Knowledge of mathematics.
- Knowledge of office practices and procedures.
- Type at rate of 45 words per minute.

Staff Assistant III

- Ability to communicate orally and in writing.
- Ability to access, input and retrieve information from a word processor or computer.

EDUCATION AND EXPERIENCE:

- Graduation from an accredited high school or possession of an acceptable equivalency diploma.
- Four (4) years of general clerical experience.

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

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

- Valid Florida Driver's License and a driving record acceptable to insurance provider.

ESSENTIAL PHYSICAL SKILLS:

- Acceptable vision (with or without correction)
- Acceptable hearing (with or without correction)
- Ability to access, input and retrieve information from a word processor or a computer.
- Ability to access file cabinets for filing and retrieval of data.
- Ability to sit at a desk and view a display screen for extended periods of time.
- Ability to answer telephone and provide information to the public.

ENVIRONMENTAL CONDITIONS:

- Inside in an office environment.

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

FLSA Non-Exempt Status

Reviewed 10/1/10

**BOARD OF SUMTER COUNTY COMMISSIONERS
JOB DESCRIPTION**

JOB TITLE: Employee and Administrative Services Manager

DEPARTMENT: Employee Services

DIVISION: Support Services

GENERAL DESCRIPTION:

Highly responsible position within the organization developing, implementing, and managing employee programs as assigned, including benefits, wellness, safety, training and development, risk management functions, compensation and classification, employee relations, and staffing management. Insures compliance with applicable rules, regulations, policies, and practices. Supervises Employee Services and Administrative staff.

ESSENTIAL JOB FUNCTIONS:

1. Daily administration and management of the Employee Services Department including implementation of the County's Human Resources and Risk Management programs related to employee benefits. Prepares budgets, performance measures, and goals for respective areas, ensures that all functions operate within appropriated amounts, and attends meetings as required.
2. Supervises Employee Services staff and programs which involve instructing, assigning and reviewing work, planning, maintaining standards, coordinating activities, allocating personnel, acting on employee problems, selecting new employees, recommending and approving transfers, promotions, disciplinary actions, discharges, and salary increases.
3. Responsible for supervision of administrative support for the Board of County Commissioners and County Administrator.
4. Assists in the selection, placement, promotion, training, development, safety, and discipline of employees.
5. Conducts and supervises the investigation of employee misconduct, disciplinary actions, harassment, and other issues; provides guidance and recommendations for problem resolution.
6. Supervises processing of bills for Administrative Services, Internal Services, and Employee Services. Monitors travel, per diem, and education expenses for the department and prepares expense reports. Reviews payroll for assigned departments.
7. Researches, reviews, and assists in the development of personnel policies, procedures, and contracts/leases. Insures compliance and proper interpretation of state and federal regulations and procedures. Assures that insurance requirements are adequate; sets policy or guidelines, for indemnification and insurance requirements. Consults with legal counsel as needed.
8. Supervises and coordinates the acceptance, processing, investigation, and evaluation of all insurance claims including workers compensation. Represents the County in trials and mediation hearings. Assists legal counsel with investigation of all suits against the County.
9. Manages services provided through the employee benefit plan including health, dental, life, and disability coverage and the Employee Assistance Program. Counsels employees on retirement benefits and insurance benefits. Coordinates services provided by the Employee Benefits Consultant.

10. Administers the countywide safety program, which includes the safety committee, safety inspections, training, accident prevention and loss control programs, as well as other components.
11. Monitors the flow of all personnel related actions, including the maintenance of all personnel files and records, applicant databases, and job postings. Prepares and maintains position descriptions and position/pay classification databases.
12. Prepares and supplies appropriate information and/or records to managers, supervisors, employees, departments, and the public as requested or required. Compiles data for and prepares various reports, presentations, recommendations, and other documents as required by the County and/or other agencies.
13. Responsible for the training activities, including training needs assessments, design and development of in-house classes, and delivery of training programs.
14. In case of emergency or crisis situation (hurricane, flood, etc.) position is required to respond/perform emergency and recovery duties as assigned by immediate supervisor.
15. Regular attendance.

(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 requested.)

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the rules, regulations and procedures of the assigned unit.
- Knowledge and ability to understand insurance policies and excess insurance as well as detailed aspects of insurance and self-insurance.
- Knowledge of Worker's Compensation per Florida Statute Chapter 440.
- Knowledge of principles, practices, and procedures of Human Resources administration, including federal, state and local laws and regulations applicable to public sector human resources operations.
- Ability to work independently in developing, analyzing, preparing, monitoring and initiating employee plans and programs.
- Ability to supervise the maintenance of a variety of records and the preparation and presentation of routine and special reports.
- Ability to communicate effectively both verbally and in writing
- Ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; may require ability to utilize principles of fractions and/or interpret graphs.
- Ability to learn and understand relatively complex principles and techniques; to make independent judgments in the absence of supervision; to acquire knowledge of topics related to primary occupation.
- Ability to learn and/or knowledge of insurance laws of the state of Florida.
- Knowledge of office practices and procedures.
- Ability to review, classify, categorize, prioritize, and/or analyze data and/or information.
- Ability to apply principles of rational systems.
- Ability to interpret instructions furnished in written, oral, diagrammatic, or schedule form.
- Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.
- Ability to access, input, and retrieve information from a computer using Microsoft Word and Excel.
- Ability to successfully communicate and interact with employees.
- Ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.
- Ability to be instructed.

EDUCATION AND EXPERIENCE:

- Graduation from an accredited high school or possession of an acceptable equivalency diploma.
- Graduation from an accredited four (4) year college or university with a Bachelor's degree in Human Resources, Public Administration Business Management or closely related field.
- Five (5) years experience in business management, with a strong emphasis on human resources and risk management.
- Five (5) years supervisory experience.

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

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

- Valid Florida Driver's License and a driving record acceptable to insurance provider.
- PHR certification required, SPHR preferred.

ESSENTIAL PHYSICAL SKILLS:

- Acceptable vision (with or without correction).
- Acceptable hearing (with or without correction).
- Ability to operate a computer.
- Ability to access file cabinets for filing and retrieval of data.
- Ability to sit at a desk and view a display screen for extended periods of time.
- Ability to answer telephone and provide information.
- Walking
- Standing
- Bending
- Stooping
- Must be able to operate a motor vehicle.

ENVIRONMENTAL CONDITIONS:

- Inside in an office environment.
- Works closely with others.

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

FLSA Exempt Status

Revised 05/24/11

**Board of Sumter County Commissioners
Job Description**

JOB TITLE: Employee Services Specialist

DEPARTMENT: Employee Services

DIVISION: Support Services

GENERAL DESCRIPTION:

Advanced and specialized work providing support to the Employee Services Manager. This position is responsible for providing services related to Worker's Compensation, Employee Benefits, Wellness programming, recordkeeping, including personnel files, database information and administrative duties.

ESSENTIAL JOB FUNCTIONS:

1. Assist employees with personnel matters, health insurance and other benefit problems. Processes the record updates for all personnel and benefit selection transactions, including new hires, transfers, promotions, terminations, and evaluations in a timely manner.
2. Conducts bimonthly orientation/enrollment meetings for new employees. Processes all enrollment forms with Benefit carriers.
3. Maintains and ensures the accuracy of the information in the personnel and benefits databases (training, education, certifications, etc.) Responsible for making corrections to the information as required.
4. Handles and routes all workers' compensation claims. Maintains database of injured employees. Acts as liaison between injured workers, departments and the insurance carrier.
5. Conducts monthly safety meeting as well as prepares packets and minutes for the meetings. Organizes and conducts safety training.
6. Develops programs to promote wellness and improve the general health of employees. Organizes and/or conducts wellness training for employees with support from Employee Benefit Consultant.
7. Develops and conducts various training programs including Workplace Violence, Anti-harassment, Employee Manual and Diversity.
8. Process motor vehicle checks and background checks on applicants and employees as required.
9. Composes correspondence and memoranda for the Employee Services Manager, including copying and faxing.
10. Establish and maintain a Records Management Policy. Prepare documents and records for record retention or destruction.
11. Maintain the Salary Schedule throughout the year by updating information for the next years' budget.
12. In case of emergency or crisis situation (hurricane, flood, etc.) position is required to respond/perform recovery duties as assigned by immediate supervisor.
13. Regular attendance.

(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 requested.)

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of the rules, regulations, and procedures of the department.
- Knowledge of the aspects of Worker's Compensation, insurance and self-insurance or fully insured programs.
- Knowledge of office practices and procedures.
- Ability to supervise the maintenance of a variety of records.
- Ability to communicate effectively both verbally and in writing.
- Ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages.
- Ability to review, classify, categorize, prioritize, and/or analyze data and/or information.
- Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.
- Ability to exercise the judgment, decisiveness and creativity required in situations involving evaluation of information against measurable or verifiable criteria.
- Ability to access, input, and retrieve information from a computer using Microsoft Word and Excel.
- Ability to successfully communicate and interact with employees, public, Elected Officials, insurance representatives, and other vendors.

EDUCATION AND EXPERIENCE:

- Graduation from an accredited high school or possession of an acceptable equivalency diploma.
- Associate degree in Business, Public Administration, Human Resources Management, Risk Management, or a related field from an accredited college or university.
- Two (2) years progressively responsible Human Resources or Risk Management experience.

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

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

- Valid Florida Driver's License and a driving record acceptable to insurance provider.
- Notary Public.
- PHR preferred.

ESSENTIAL PHYSICAL SKILLS:

- Acceptable vision (with or without correction).
- Acceptable hearing (with or without correction).
- Ability to operate a computer.
- Ability to access file cabinets for filing and retrieval of data.
- Ability to sit at a desk and view a display screen for extended periods of time.
- Ability to answer telephone and provide information.

ENVIRONMENTAL CONDITIONS:

- Inside in an office environment.
- Works closely with others.

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

FLSA Non-Exempt Status

05/03/11