



Clerk of Circuit Court & Comptroller Okaloosa County

Job Description Chief Deputy of Administration

Job Specifications			
Classification:	Exempt	Department:	General Administration
Supervisor:	Chief of Staff	Location:	Ft. Walton Beach
Salary Range:	E-14	Schedule:	Monday - Friday 8am - 5pm
Revision Date:	October 16, 2023	Revised By:	Chelsea Law

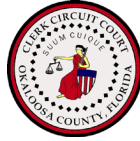
Job Summary:

The purpose of this position is to provide for the planning, development, evaluation, and direction of all Human Resources, Information Technology, Procurement, and Training functions for the Clerk & Comptroller. The incumbent has overall responsibility for daily administration, managerial direction, resource management, and coordination with related departments and County offices. This position ensures the quality and integrity of all services provided cost efficiency and application of current technologies, and compliance with all applicable state, federal, and local regulatory requirements. Incumbent counsels personnel under charge regarding ethics, liability issues, and respective duties, and oversees operations of all services provided on behalf of the Clerk & Comptroller. This position functions as a professional and technical resource to the Clerk & Comptroller management team, and agency employees.

Essential Job Functions:

The tasks listed below are those that represent most of the time spent working in this position. The Clerk may assign additional responsibilities related to the type of work as necessary.

- Performs highly accountable complex managerial and strategic work with responsibility for all Human Resources Operations functions to include recruitment and selection, training and development, HRIS benefits administration, compensation and classification, employee relations, risk management and events management.
- Serves as liaison between the Directors and the Clerk of the Court, organizations, shareholders, and outside organizations. Addresses external agencies, other internal departments, vendors, and the public on issues related to the section; provides service to those customers in a manner that resolves conflict, adheres to, and promotes goodwill.
- Ensures compliance with existing laws, rules, and regulations, and enforces same.
- Ensures adherence to the Clerk's Policies, Standard Operating Procedures, Mission, Vision, and Beliefs. Aligns actions to consistently reflect the culture of the organization.
- Directs, plans, or implements policies, objectives, or activities of the organization to ensure continuing operations, to maximize return on investments, or to increase productivity.



Clerk of Circuit Court & Comptroller Okaloosa County

- Formulates strategic goals in alignment with the Clerk's vision for assigned area of responsibility.
- Leads and/or participates in senior-level meetings, conferences, workshops, professional meetings, and other events.
- Directs and supervises managerial staff, including career development, bench strength, and succession planning, selecting or recommending applicant selection, training, assigning, coaching, counseling, disciplining, or recommending termination.
- Establishes departmental responsibilities and coordinates functions among departments and locations.
- Develops and/or implements corrective action plans to solve organizational or departmental problems.
- Provides inter-departmental support through a team-oriented approach to satisfy organizational needs.
- Maintains current knowledge of trends and developments for application to programs and functions under charge.
- Consistent and predictable attendance is required.

Specific Responsibilities:

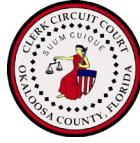
- Communicates timely, accurate, and complete information to the Clerk regarding operational issues within the assigned area of responsibility.
- Presents annual budget requirements; collaborates on the development of Operating and Capital budget; oversees fiscal activities within the assigned area of responsibility to ensure proper accounting controls and to review and approve expenditures.
- Oversees long-range and strategic planning for developing and implementing technology initiatives and maximizing resources.
- Collaborates with Directors and Managers in formulating strategic initiatives for system improvements.
- Oversees the management of critical programs in a fast-paced environment.
- Plans, directs, and reviews the activities and operations within the area of responsibility. Oversees programs and services, ensuring compliance with statutory performance and reporting.

Minimum Training and Experience:

Bachelor's degree in Human Resources Management, Public Administration, Business Administration or related field supplemented by ten (10) years of recent and relevant senior-level experience in human resources administration. Will substitute 4 years of relevant experience in lieu of degree.

ADA Compliance:

The Okaloosa County Clerk of Courts is an Equal Opportunity Employer. ADA requires the Clerk of the Court to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.



Clerk of Circuit Court & Comptroller Okaloosa County

Employee Acknowledgement:

I have read this job description and I fully understand all my job duties and responsibilities as outlined, with or without reasonable accommodation. I understand that my job duties and responsibilities may change on a temporary or regular basis according to the needs of my location or department and if so, I will be required to perform such additional duties and responsibilities. If I have any questions about job duties not specified on this description that I am asked to perform, I should discuss them with my immediate supervisor or a member of the HR staff.