



## Clerk of Circuit Court & Comptroller Okaloosa County

### Job Description Board Services Director

Job Specifications			
<b>Classification:</b>	Exempt	<b>Department:</b>	Board Services
<b>Supervisor:</b>	Chief Finance Officer	<b>Location:</b>	Crestview
<b>Salary Range:</b>	E-12	<b>Schedule:</b>	Monday - Friday 8am - 5pm

**JOB SUMMARY:** The purpose of this class is to provide oversight for Board of County Commissioner services provided by the Clerk of Court and is responsible for assisting the Clerk of Court in achieving the objectives of the board services. Provides leadership, management, and vision to ensure proper professional, technical, and administrative work involving board services, operations, production, business practices, workflows, organizational research, and analyzation. Administers and implements directives and policy decisions of the Clerk.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** The duties and responsibilities of this position include, but are not limited to:

- Ensures compliance with existing laws, rules, and regulations, and enforces same.
- Ensures adherence to the Clerk's Policies, Standard Operating Procedures, Mission, Vision and Values. Aligns actions to consistently reflect the culture (values) of the organization.
- Directs, plans, or implements policies, objectives, or activities of organization to ensure continuing operations, to maximize return on investments, or to increase productivity.
- 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 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 coordinate functions among departments and locations.
- Develops and/or implements corrective action plans to solve organizational or departmental problems.



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- Makes presentations to legislative or other government committees regarding policies, programs, or budgets. Interpret and explain policies, rules, regulations, or laws to organizations, government or corporate officials, or individuals.
- Provides inter-departmental support through team-oriented approach to satisfy organizational needs.
- Consistent and predictable attendance required.

### **SPECIFIC RESPONSIBILITIES:**

- Plans and coordinates technology and process improvement initiatives related to all areas of responsibility.
- Responsible for the measurement and effectiveness of all processes (internal and external) within the area of responsibility.
- Responsible for recommending appropriate personnel to complete projects, as well as the necessary budget impacts for the implemented initiatives.
- Communicates timely, accurate and complete information to the Clerk regarding operational issues within the assigned area of responsibility.
- Analyzes and documents business processes and applications to identify areas in which efficiency and/or effectiveness can be improved.
- Acts as a liaison between Clerk and County administration, to ensure that processes, updates, and revisions are implemented.
- Participates in and contributes to the workshops, staff/operations/program meetings and seminars to provide information, updates, and advice on procedure, process, and protocol, as required.
- Develops and analyzes workload and performance measures for staff making recommendations to management for improvement when appropriate.
- Monitors and evaluates impacts of new processes, applications and/or performance measures.
- Works closely with the Clerk and County Department Managers/Directors to develop new policies and procedures reflecting revised work processes and/or performance measures.
- Reviews statutory requirements and annual statutory changes to ensure that applications and policies are revised to comply with the law.
- Research and review process issues encountered by user staff and coordinate any necessary training.



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- Develop and maintain written policies, procedures, checklists, and necessary documentation relating to board services.
- Reviews change and enhancement requests and works with stakeholders to determine and assign priorities.

### **QUALIFICATION AND REQUIREMENTS:**

- Bachelor's Degree in business management or related field preferred. Will substitute 4 years of relevant experience in lieu of degree.
- Strong written and oral communication skills, supervisory or leadership experience.
- Graduate of the Certified Public Manager (CPM) program or the ability to successfully complete the program as soon as practicable.
- Ability to plan, organize, and supervise the work of others.
- Strategic thinker and ability to analyze and solve problems quickly
- A valid driver's license is required.

### **ESSENTIAL PHYSICAL SKILLS AND WORK ENVIRONMENT:**

- Walking, standing, or sitting for extended periods of time at a computer terminal.
- Professional and appropriate behavior for an office environment.
- May require stooping and bending.
- Must be able to lift 15 lbs.

### **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.

### **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.