



CHIEF of INTERNAL SERVICES JOB DESCRIPTION

Job Title: Chief of Internal Services

Job Code: BC101

Pay Grade: 137

Effective Date: January 2019

FLSA: Exempt

Revision Date: January 2019

NATURE OF WORK

Under general direction, plans, organize and coordinate the management of executive and administrative functions assigned by the County Manager and Board of County Commissioners. Responsible for the planning, directing, organizing, staffing and motivating the directors and managers of the functional areas assigned; and supervises assigned personnel.

ESSENTIAL FUNCTIONS:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Serve as adviser and support the County Manager and Board of County Commissioners by keeping them informed on key matters, facilitate discussion on critical issues and support their deliberations with information on future trends and appropriate alternatives.
- Work with the County Manager and Board of County Commissioners to develop and implement its goals, vision, and strategic public policy. Manage all appointed department heads under the jurisdiction of the BOCC assigned by the County Manager.
- Provide recommendations on a variety of political, policy, administrative and managerial matters. Research issues and problems, develop recommendations and report results to the County Manager and Board of County Commissioners.
- Develop, recommend, and implement administrative policies and procedures that foster effective and efficient operation of County government, as adopted by the Board and directed by the County Manager. Implement projects and plans developed by the County Manager and Board of County Commissioners.
- Act as intermediary between the County Manager and appointed department heads, managers, and as liaison with other elected officials.
- Establish and maintain continuing liaison and positive relationships with citizens' interest groups, committees and boards, other local governments and the general public as it relates to assigned departments.
- Facilitate appointment, and then supervise and evaluate the duties and performance required of appointed department heads and managers of county departments, offices and functional areas delegated to this position by the County Manager. When necessary, recommend to the County Manager the sanction or removal of appointed department heads and managers.
- Coordinate and facilitate the activities of county departments, offices and functional areas delegated by the County Manager, to carry out the strategic plans, uphold core values, and implement policies and programs of the Board of County Commissioners.
- Conduct research and special studies as requested; prepare reports with recommendations for appropriate action.
- Select and appoint a Chief Information Officer for the County.
- Prepare or delegate the preparation of a variety of documents, including resolutions, ordinances, contracts, correspondence, memoranda, repots, media releases, speeches, official documents and similar materials on behalf of the County Manager and Board of County Commissioners' Office.
- Develop, implement and monitor budgets for departments and functions delegated by the County Manager. Coordinate multiple funding sources necessary to finance different County operations in

accordance with applicable federal and state laws; develop and identify alternate revenue sources as necessary.

- Provide financial analysis and recommendations on all issues affecting the operations and fiscal integrity of the assigned County departments. Approve budget changes in compliance with County policy. Provide the County Manager with recommendations concerning assigned department staffing, structure, and strategic allocation of County resources.
- Provide selected centralized management functions for technology, capital facilities planning, human resources, labor relations and labor negotiating efforts, public contracting, purchasing, risk management and other support functions.
- Ensure compliance with state and federal laws, ordinances, service contracts and all orders, policies, rules, procedures and regulations adopted by the Board of County Commissioners.
- Serves on various committees and acts as a representative of the County and County Manager to outside agencies; liaises with other government entities regarding departmental projects and issues.
- Prepares and maintains a variety of departmental records, reports, and documentation.

WORKING ENVIRONMENT / PHYSICAL DEMANDS:

Work is performed in a standard office environment and in and around County facilities; subject to sitting and standing for extended periods of time, light physical demands, and frequent use of personal computers.

EMPLOYMENT STANDARDS:

Bachelor's Degree in Business Administration, Public Administration, or a closely related field; AND seven (7) years' experience overseeing assigned county operations.

A valid Driver's License is required.

KNOWLEDGE AND SKILLS:**Knowledge of:**

- Knowledge of principles, methods and techniques of public administration, including policy and decision-making, budget preparation and administration, personnel management.
- County policies and procedures.
- General county government operations, policies, and procedures.
- Knowledge of the federal, state, and local laws regarding the conduct of business by a County's legislative body
- Regulations governing County fiscal and budget activities.
- Fiscal policies, procedures, resolutions, and ordinances.
- Regulations and standards governing departmental operations.
- Processes for preparing and administering budgets.
- Supervisory principles, practices, and methods.

Skills in:

- Directing and coordinating the County's operations.
- Ability to communicate effectively in oral and written communications with diverse groups.
- Facilitating the delivery of high quality service in an efficient, effective, and safe manner.
- Monitoring and maintaining compliance with regulations governing county activities.
- Establishing and maintaining effective working relationships with staff, County departments, outside agencies, vendors, contractors, and the general public.
- Developing and administering budgets and monitoring departmental expenditures.
- Supervising, leading, and delegating tasks and authority.