



Levy County Board of County Commissioners Agenda Item Summary Form

- 1. **Name:** Desiree Mills
- 2. **Organization/Title/Telephone:** BOCC, Chair
- 3. **Meeting Date:** Tuesday, July 2, 2024
- 4. **Requested Motion/Action:**

Review the County Coordinator and County Assistant Coordinator job descriptions. Discuss any possible changes and approve them with a vote. Ask HR to make necessary changes, email commissioners amended job description and as long as there are no objections to the changes, begin advertising County Coordinator position immediately. Discuss the process for interviewing coordinator and possibility of holding a special meeting for planning. Discussion on Assistant Coordinator position.

- 5. **Agenda Presentation:** Yes No N/A
- 6. **Time Requested:** Click or tap to enter a date.
(Request will be granted if Possible) allotted time not more than 15 minutes
- 7. **Is this Item Budgeted (If Applicable):** Yes No N/A
- 8. **If no, State Action Required:**

- a. **Budget Action:**
- b. **Financial Impact Summary Statement:**
- c. **Detailed Analysis Attached**
- d. **Budget Officer Approval:**

If approved enter date: Click or tap to enter a date.

- 9. **Background: (Why is the action necessary, and what action will be accomplished) (All supporting documentation must be attached if any)**

10. Recommended Approval

- a. **Department Director:** Yes No N/A
- b. **County Attorney:** Yes No N/A
- c. **County Coordinator:** Yes No N/A
- d. **Other:** Yes No N/A



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LEVY COUNTY BOARD OF COUNTY COMMISSION

JOB DESCRIPTION

POSITION:	COUNTY COORDINATOR
POSITION #:	0100
AREA(S):	COUNTY COMMISSIONERS OFFICE

DISTINGUISHING CHARACTERISTICS OF WORK:

Highly responsible, administrative work carrying out and coordinating various County operations and programs. Work is performed under the administrative direction of the Board of County Commissioners.

EXAMPLES OF WORK PERFORMED:

- Administer and carry out the directives and policies of the Board of County Commissioners and enforce all orders, resolutions, ordinances, and regulations of the Board to assure that they are faithfully executed.
- Reports to the Board on action taken pursuant to any directive or policy within the time set by the Board and provide an annual report to the Board on the state of the County, the work of the previous year, and any recommendations as to actions or programs deemed necessary for the improvement of the county and the welfare of its residents.
- Provide the Board, or individual members thereof, upon request, with data or information concerning County government and to provide advise and recommendations on County government operations to the Board.
- Supervise the care and custody of County property.
- Negotiate leases, contracts and other agreements, including consultant services, for the County, subject to the approval of the Board, and make recommendations concerning the nature and locations of the County improvements.
- Attend all meetings of the Board with authority to participate in the discussion of any matter.
- Directs and manages the administration of al departments and agencies and designated by the County Commission, with authority to suspend, discharge or remove any employee under the jurisdiction of the Board pursuant to procedures adopted by the Board of County Commissioners.
- Scrutinizes expenditures and budgets, monitors services and programs for effectiveness, analyzes and corrects problems and ineffective services.
- Reviews budgets, contracts, pay requests and negotiates agreements.
- Develops public policy for adoption, advises the County Commission and communications with the press and public relative to a variety of public administration issues.

POSITION:	COUNTY COORDINATOR
POSITION #:	0100
AREA(S):	COUNTY COMMISSIONERS OFFICE

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowing of public administration, zoning and code enforcement, public speaking, accounting and finances, and personnel administration.
- Knowledge of state and federal wage and hour guidelines and organization skills.
- Analytical skills and thorough knowledge of public administration methods of technology, organizational and planning skills.
- Ability to work independently on the broader administrative and policy-making activities and programs. Work checked only through consultation and agreement with others rather than by directives from superiors.
- Ability to communicate with internal and external contacts of considerable importance. Failure to exercise proper judgment in developing contacts and maintaining good relations may result in important losses to the organization.
- Ability to establish and maintain effective working relationships with the general public, co-workers, elected and appointed officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.

QUALIFICATIONS:

- High school diploma or equivalent.
- Five (5) years' experience administrative supervision of multi-department organization, preferably in county government.
- Possess and maintain a valid Florida driver license.
- Thorough knowledge of Levy County Policy and Procedure.
- Thorough knowledge of Levy County Municipal Code of Ordinances
- General knowledge of Elected Offices roles and responsibilities to the citizens of Levy County.

PHYSICAL REQUIREMENTS:

- Ability to see and hear (with or without corrective devices).
- While performing the duties of this job, the employee will regularly be required to sit, stand, walk, use hands, fingers, or feel, reach with hands and arms, and talk.
- Must be able to work under stress with time constraints.

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EVALUATION

Performance of this job will be evaluated in accordance with provision of the Board’s policy on evaluation of personnel.

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

GENERAL INFORMATION:

FLSA Status	Exempt
Worker’s Comp Class Code	8810
EEOC Job Category	Officials and Administrators
EEOC Job Function	Financial Administration
EEOP Job Category	Officials/Administrators
Safety Sensitive	
Safety Category (if applicable)	
Paygrade:	BOCC approved

West's Florida Statutes Annotated
Title XI. County Organization and Intergovernmental Relations (Chapters 124-164) (Refs & Annos)
Chapter 125. County Government (Refs & Annos)
Part III. County Administration

West's F.S.A. § 125.70

125.70. Short title

Currentness

This part shall be known and may be cited as the “County Administration Law of 1974.”

Credits

Added by Laws 1974, c. 74-193, § 1.

West's F. S. A. § 125.70, FL ST § 125.70

Current with laws, joint and concurrent resolutions and memorials through June 13, 2024, in effect from the 2024 second regular session. Some statute sections may be more current, see credits for details. The statutes are subject to change as determined by the Florida Revisor of Statutes. (These changes will be incorporated later this year.)

End of Document

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West's Florida Statutes Annotated

Title XI. County Organization and Intergovernmental Relations (Chapters 124-164) (Refs & Annos)

Chapter 125. County Government (Refs & Annos)

Part III. County Administration

West's F.S.A. § 125.71

125.71. Purpose

Currentness

It is the legislative intent that it is necessary to authorize a form of county administration that best assures an adequate and efficient provision of services to the citizens in this state, that provides for coordinated administration of county departments to better protect the health, welfare, safety, and quality of life of the residents in each of the more urbanized counties, and that places in the hands of a county administrator the multitude of details which must necessarily arise from the operation of a county as a unit of local government and, thus, enables the board of county commissioners to perform freely, without unnecessary interruption, its fundamental intended purpose of making policies within the framework of law applicable to county government in this state. It is the further legislative intent to provide a formula and structure for the economic and efficient conduct of county affairs by making the county administrator established by this act responsible for handling of all things necessary to accomplish and bring to fruition the policies established by the board of county commissioners.

Credits

Added by Laws 1974, c. 74-193, § 1.

West's F. S. A. § 125.71, FL ST § 125.71

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Part III. County Administration

West's F.S.A. § 125.72

125.72. Application of the part

Currentness

The provisions of this part may apply to any county in this state which has not adopted a charter form of county government upon passage of a county ordinance by the governing body of such county expressly adopting this part.

Credits

Added by Laws 1974, c. 74-193, § 1.

West's F. S. A. § 125.72, FL ST § 125.72

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Chapter 125. County Government (Refs & Annos)

Part III. County Administration

West's F.S.A. § 125.73

125.73. County administrator; appointment, qualifications, compensation

Currentness

(1) Each county to which this part applies shall appoint a county administrator, who shall be the administrative head of the county and shall be responsible for the administration of all departments of the county government which the board of county commissioners has authority to control pursuant to this act, the general laws of Florida, or other applicable legislation.

(2) The county administrator shall be qualified by administrative and executive experience and ability to serve as the chief administrator of the county. He or she shall be appointed by an affirmative vote of not less than three members of the board of county commissioners and may be removed at any time by an affirmative vote, upon notice, of not less than three members of the board, after a hearing if such be requested by the county administrator. The administrator need not be a resident of the county at the time of appointment, but during his or her tenure in office shall reside within the county.

(3) The compensation of the administrator shall be fixed by the board of county commissioners unless otherwise provided by law.

(4) The office of county administrator shall be deemed vacant if the incumbent moves his or her residence from the county or is, by death, illness, or other casualty, unable to continue in office. A vacancy in the office shall be filled in the same manner as the original appointment. The board of county commissioners may appoint an acting administrator in the case of vacancy or temporary absence or disability until a successor has been appointed and qualified or the administrator returns.

Credits

Added by Laws 1974, c. 74-193, § 1. Amended by Laws 1995, c. 95-147, § 821, eff. July 10, 1995.

West's F. S. A. § 125.73, FL ST § 125.73

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Part III. County Administration

West's F.S.A. § 125.74

125.74. County administrator; powers and duties

Currentness

(1) The administrator may be responsible for the administration of all departments responsible to the board of county commissioners and for the proper administration of all affairs under the jurisdiction of the board. To that end, the administrator may, by way of enumeration and not by way of limitation, have the following specific powers and duties to:

(a) Administer and carry out the directives and policies of the board of county commissioners and enforce all orders, resolutions, ordinances, and regulations of the board to assure that they are faithfully executed.

(b) Report to the board on action taken pursuant to any directive or policy within the time set by the board and provide an annual report to the board on the state of the county, the work of the previous year, and any recommendations as to actions or programs the administrator deems necessary for the improvement of the county and the welfare of its residents.

(c) Provide the board, or individual members thereof, upon request, with data or information concerning county government and to provide advice and recommendations on county government operations to the board.

(d) Prepare and submit to the board of county commissioners for its consideration and adoption an annual operating budget, a capital budget, and a capital program.

(e) Establish the schedules and procedures to be followed by all county departments, offices, and agencies in connection with the budget and supervise and administer all phases of the budgetary process.

(f) Prepare and submit to the board after the end of each fiscal year a complete report on the finances and administrative activities of the county for the preceding year and submit his or her recommendations.

(g) Supervise the care and custody of all county property.

(h) Recommend to the board a current position classification and pay plan for all positions in county service.

(i) Develop, install, and maintain centralized budgeting, personnel, legal, and purchasing procedures.

(j) Organize the work of county departments, subject to an administrative code developed by the administrator and adopted by the board, and review the departments, administration, and operation of the county and make recommendations pertaining thereto for reorganization by the board.

(k) Select, employ, and supervise all personnel and fill all vacancies, positions, or employment under the jurisdiction of the board. However, the employment of all department heads shall require confirmation by the board of county commissioners.

(l) Suspend, discharge, or remove any employee under the jurisdiction of the board pursuant to procedures adopted by the board.

(m) Negotiate leases, contracts, and other agreements, including consultant services, for the county, subject to approval of the board, and make recommendations concerning the nature and location of county improvements.

(n) See that all terms and conditions in all leases, contracts, and agreements are performed and notify the board of any noted violation thereof.

(o) Order, upon advising the board, any agency under the administrator's jurisdiction as specified in the administrative code to undertake any task for any other agency on a temporary basis if he or she deems it necessary for the proper and efficient administration of the county government to do so.

(p) Attend all meetings of the board with authority to participate in the discussion of any matter.

(q) Perform such other duties as may be required by the board of county commissioners.

(2) It is the intent of the Legislature to grant to the county administrator only those powers and duties which are administrative or ministerial in nature and not to delegate any governmental power imbued in the board of county commissioners as the governing body of the county pursuant to [s. 1\(e\), Art. VIII of the State Constitution](#). To that end, the above specifically enumerated powers are to be construed as administrative in nature, and in any exercise of governmental power the administrator shall only be performing the duty of advising the board of county commissioners in its role as the policy-setting governing body of the county.

Credits

Added by Laws 1974, c. 74-193, § 1. Amended by [Laws 1995, c. 95-147, § 822, eff. July 10, 1995](#).

West's F. S. A. § 125.74, FL ST § 125.74

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