



COLUMBIA COUNTY BOARD OF COUNTY COMMISSIONERS AGENDA ITEM REQUEST FORM

The Board of County Commissioners meets the 1st and 3rd Thursday of each month at 5:30 p.m. in the Columbia County School Board Administrative Complex Auditorium, 372 West Duval Street, Lake City, Florida 32055. All agenda items are due in the Board's office one week prior to the meeting date.

Today's Date: 5/27/2021 Meeting Date: 6/3/2021

Name: Lisa Roberts Department: Human Resources

Division Manager's Signature:

A handwritten signature in blue ink, appearing to be "Lisa Roberts", written over a light blue horizontal line.

1. Nature and purpose of agenda item:

The County has been unable to hire a staff member to handle the financial support role given the existing approved Positions. Staff has revised a previous position description which was used to create the new Financial Officer position description. Funds from the existing unfilled Assistant County Manager position will provide funding for this new position in the current fiscal year.

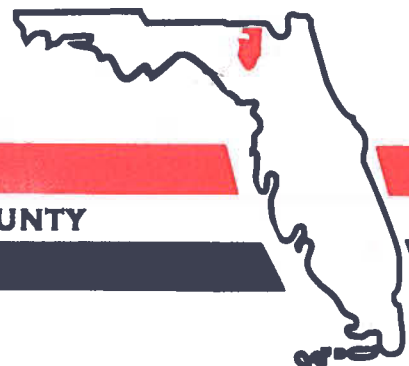
2. Recommended Motion/Action:

Approve the job description for Financial Officer, authorize the position and pay grade for placement in the General Pay Grade Schedule.

3. Fiscal impact on current budget.

This item has no effect on the current budget.

District No. 1 - Ronald Williams
District No. 2 - Rocky Ford
District No. 3 - Robby Hollingsworth
District No. 4 - Toby Witt
District No. 5 - Tim Murphy



BOARD OF COUNTY COMMISSIONERS • COLUMBIA COUNTY

MEMORANDUM

TO: David Kraus, County Manager

FROM: Lisa K.B. Roberts *LKR* Human Resources Director

DATE: May 24, 2021

RE: Financial Officer Position Description

Attached you will find a position description for Financial Officer within the Board of County Commissioners office. This new position would monitor various financial responsibilities, including but not limited to, assisting in the budgetary process and TRIM compliance, grant administration, non-ad valorem assessment programs, budget amendment process, annual contract management of various agencies funded by the Board and administration of County insurances.

The minimum hourly rate of the position is \$24.45/\$50,856.00 annual, plus benefits. There would be no impact on the current budget as the salary would be paid from BCC Administration salaries due to open positions.

It is requested you approve the new position description, authorization of position and insertion in the General Pay Grade Schedule in pay grade 138.

Your consideration of this request is greatly appreciated.

BOARD MEETS FIRST THURSDAY AT 5:30 P.M.
AND THIRD THURSDAY AT 5:30 P.M.

Director of Financial Officer Management

MAJOR FUNCTION

This is a highly responsible, administrative support classification responsible for monitoring the various financial responsibilities of the Columbia County Board of County Commissioners. This position assists in the budgetary process, grant ~~writing and~~ administration, overseeing the County's Non-Ad Valorem assessment programs, and monitoring various agencies receiving annual funding from the County. This position must interact on a frequent basis with both the external and internal constituency of the County. This Officer ~~Director~~ level position is directly responsible to the ~~Assistant County Manager~~ County Manager.

ESSENTIAL FUNCTIONS

Assist in the County's budget preparation process.
Preparation of annual TRIM compliance documents.
Assist departments with budget amendment preparation.
Represent the County in identifying external resources, and in interactions with funding sources and resource development associations at the federal, state, and local levels.
Implement and direct the preparation and dissemination of information concerning activities in grant and resource development.
Responsible for the development and preparation of applications to funding agencies.
Monitor the budgetary and fiscal guidelines of funded grants.
Responsible for monitoring department compliance with grant requirements, including periodic grant reports and audits.
Responsible for Non-Ad Valorem Assessment administration.
Review financial statements and other information of various agencies, receiving annual funding from the County, to ensure compliance with written agreements.
Work also includes the research, analysis and coordination of a variety of special projects from inception through completion.
Responsible for the administration of County insurances, including but not limited to general liability, building, inland marine, etc.

NON ESSENTIAL FUNCTIONS

Performs other job related duties as required.
(these essential job functions are not to be constructed as a complete statement of all duties performs.)

WORK ENVIRONMENT

Majority of work is performed in an office; However, this position requires mobility to attend meetings outside the office and outside of normal hours and to perform physical inventories on a department by department basis.

TRAINING AND EXPERIENCE

Minimum Experience: Graduation from an accredited four year college or university with degree in finance or accounting and two (2) years responsible experience in related area. Experience may substitute for education on a year by year basis.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of Governmental Accounting Standards.

Knowledge of County government.

~~Knowledge of grant preparation.~~

Knowledge of grant management.

Knowledge of insurance administration

Ability to work without close supervision

Knowledge of the principles of organization and administration.

Ability to respond to internal and external inquiries regarding County statistics.

Ability to use popular word processing, spreadsheet and file maintenance software programs.

Ability to understand and follow oral and written instructions.

Ability to answer inquiries and questions in a clear and concise manner.

Ability to establish and maintain effective working relations with both the external and internal constituency of the County.

Ability to prioritize work to meet required deadlines.

ESSENTIAL PHYSICAL SKILLS/DEMANDS

Acceptable eyesight (with or without correction).

Acceptable hearing (with or without correction).

Ability to communication both orally and in writing.

Light (up to 50 pounds) lifting.

Walking, standing, bending, stooping, climbing.

Sitting and manual dexterity.

PROFESSIONAL LICENSE

Possession of a valid Florida Driver License. ~~Columbia County residency required within six months of date of employment.~~ This position requires that a financial disclosure form be filed annually in accordance with Florida statute.

Pay Grade: ~~425~~-138

~~Exempt Administrative~~ Non-Exempt

BCC Approved: 5/28/15; 09/15/2016,