

MARTIN COUNTY PROPERTY APPRAISER

JOB TITLE: HR & Operations Administrator

SUMMARY: Primary responsibility entails keeping the Property Appraiser's Office thriving business operations running smoothly. Duties include organizing people and resources efficiently so as to direct activities toward common goals and objectives. In addition, the position allocates tasks and resources as needed to ensure an effective support system throughout the office. An important concern is to balance staff needs with workflow production. Decisions made at this level have impact on the reputation and productivity of the organization. This position reports to the Director of HR & Operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES include:

- Understands and executes the Property Appraiser "Mission, Vision, and Guiding Principles."
- Keeps the Office daily activities running smoothly, operating in the most timely and efficient manner, while maintaining quality control standards.
- Works with Department Managers to ensure operational efficiency and in accordance with office protocol and policy.
- Ensures financial stability and accurate record keeping according to specified audit practices. Supervises, assists, and supports critical duties assigned to budget and finance.
- Primary office contact for human resources. Nurtures organizational culture and ensures staff adhere to office policy and administer policies in a fair manner. Work involves recruitment, scheduling interviews, on/off boarding, conflict resolution and employee relations, incident investigations and reporting, performance review tracking, developing/modifying office policy, procedures, and job descriptions.
- Oversees operational tasks such as, but not limited to, public records management, purchasing, inventory control, monitoring equipment and supply usage/needs, maintaining/reviewing office forms, tracking service agreements and contracts, stewarding emails received by the public, etc.
- Plans in-office training, motivational and team-building activities that support the Property Appraiser's mission of fostering a harmonious and inspiring work environment.
- Oversees education and conference scheduling, travel and per diem arrangements, and maintenance of corresponding participation records.
- Oversees all aspects of the *Certificate of Excellence in Assessment Administration* resubmission.
- Oversees employee elected benefits administration and enrollment, Florida Retirement System and Upswing software.
- Fosters strong business relationships across government agencies and County/City departments.
- Formulates and recommends policies and programs to the Property Appraiser which guide the organization in maintaining and improving operations. Conducts both short-range and long-range strategic planning.
- Protects property owner information in accordance with Florida Statutes regarding confidentiality.
- Confers with legal counsel as necessary.
- Maintains records in proper manner and detail, ensuring the accuracy, completeness, and currency of the data.
- Complies with established procedures, policies, Florida Statutes, and deadlines.
- Other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Exhibits high level of attention to detail and quality control mindset.
- Actively supports the office-wide initiative of fostering a "lean" atmosphere that focuses on developing a culture of continuous improvement.
- Demonstrates excellent positive listening, oral, and written communication, and customer service skills to consistently represent the Office to all constituents in a manner that exceeds defined standards.
- Exhibits excellent business writing skills to convey message in a concise, informative, and knowledgeable manner.
- Exhibits knowledge of and/or experience working with local city/County government, a plus.

- Demonstrates proficiency in the operation and navigation of a personal computer, and related software including MicroSoft Office Suite.
- Exhibits knowledge of the principles and procedures used in maintaining a centralized electronic filing system.
- Demonstrates strong ability to exercise tact, discretion and independent judgment when dealing with confidential and diplomatic matters.
- Organizes, motivates, and supervise staff to maximize performance.
- Establishes and maintains constructive working relationships.
- Exhibits regular attendance, dependability, promptness, and team-player attitude.
- Exhibits ability to work independently, drives innovation, and develops unique solutions and ideas.

QUALIFICATIONS:

- Bachelor's Degree from an accredited four-year degree granting college or university (i.e. Human Resources Management, Organizational Management, Public or Business Administration) or a minimum of five (5) years work experience supervising others.
- Knowledge of human resource management principles and practices, as well as payroll and budgeting protocols.
- Possesses a valid Florida driver's license.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an individual to successfully perform the essential duties of this job. While performing the duties of this job the individual is frequently required to sit. The individual is regularly required to stand, walk, use hands to finger, handle or feel objects, tools, or controls, reach with hands and arms, talk, and hear. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus. Occasionally the person may be required to balance, stoop, or lift up to 10 pounds.

This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

STARTING SALARY: \$75,000 - \$99,375 annually. Includes robust benefits package.

APPLY: Daina Takacs
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