



SHARON R. BOCK
Clerk & Comptroller
Palm Beach County

EXEMPT OPPORTUNITY

POSITION TITLE: Assistant Manager – Grants, Contracts, and Compliance

DIVISION/DEPARTMENT: Finance

HIRING RANGE: \$59,028 - \$76,153

ABOUT THE POSITION:

We are seeking an Assistant Manager to assist with department management in overseeing the operations of the Grants, Contracts, and Compliance department within Finance. Employees in this classification are responsible for assisting management with monitoring work flow and productivity, as well as evaluating the effectiveness of department operations and the efficiency of resource allocation. This position is also responsible for assisting the Manager of Finance Services with reporting, management of projects and employee relations functions.

The Clerk's office has demanding timelines and we need an experienced assistant manager who has a strong sense of urgency and commitment to public service, is comfortable working in a fast-paced environment, is passionate about providing outstanding customer service and desires a challenging and rewarding career.

For those candidates who qualify, the Clerk & Comptroller's office offers an excellent benefits package including health, dental, vision, life and disability plans plus participation in the FRS retirement plan.

ROLE OF POSITION:

The successful candidate will be assigned to the Grants, Contracts, and Compliance department within our organization and will perform the essential functions as outlined above, as well as perform the following functions:

- Assists management with planning, organizing, and directing daily administrative operations; assists management with communicating unit, department, division and agency goals and objectives; assumes responsibilities of the manager in the event of absence or as directed
- Monitors work flow, productivity, and performance of staff for adherence to established goals and objectives
- Recommends, implements, and adheres to audit controls and systems for reviewing tasks, procedures, operational efficiency and effectiveness, and staff training and development
- Assists management with coordinating effective communications with various external entities applicable to functions under charge, i.e., County departments, banking partners and other vendors
- Assists management with budget development and administration
- Performs personnel management duties, i.e., supervising, training, hiring, disciplinary action, counseling, performance evaluations, recommending transfer, promotion, and employment separation



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- Tracks time sheets, attendance, vacation, tardy, sick time, and leave of absence; monitors such for unit scheduling and evaluation purposes
- Communicates with managers, supervisors, employees, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, resolve problems or give/receive advice/direction; provides information and responds to inquiries as needed

THE IDEAL CANDIDATE:

The ideal candidate will have the following minimum experience:

- Bachelor's degree in Accounting, Finance or related field or higher
- At least five (5) years of recent and relevant experience that includes broad knowledge of governmental accounting, public finance administration, automated financial systems, and regulatory standards regarding administration of public funds
- Demonstrated success supervising a team

Note: Vacancy postings may be cancelled at any time based on business needs. Applicants who have applied will be notified of cancellations.

The Clerk & Comptroller's Office is an Equal Opportunity Employer and a Drug-Free Workplace. Depending on the position, candidates are subject to drug screening, a physical and a background check as a condition of employment. Certain service members and veterans, and the spouses and family members of the service members and veterans, receive preference and priority in employment and are encouraged to apply for the positions being filled. To claim preference, an applicant must complete and upload both the [Veterans' Preference Claim Form](#) and [required documentation](#) prior to the position's posted closing date. Hiring decisions are based on qualified candidates' non-numerical assessments and numerical assessments, which include interviews. If an applicant claiming veterans' preference for a vacant position is not selected, they may file a complaint with the Florida Department of Veterans' Affairs (DVA), Division of Benefits and Assistance, 9500 Bay Pines Blvd., Room 214, St. Petersburg, FL 33708. If an applicant seeking veterans' preference in employment in the state of Florida is not selected for the position and is so notified, they must file their complaint with the DVA within 60 calendar days from the date the applicant is notified.

To apply, go to: www.mypalmbeachclerk.com/careers