



Director of Administration

Full Time Position/Non-Remote

Annual Salary Range: \$130,000 - \$155,000

Closing Date: Continuous

Benefits: Health, Dental, Life, Short/Long Term Disability, Paid Holidays, Vacation/Sick accrued time, Florida Retirement System, and more.

Position Summary

This position is critical to the efficient operation of the Agency and demands strong leadership and teambuilding skills. Duties of the Director of Administration include managing the administration, human resources, and procurement departments of the Agency. The Director of Administration should streamline operations and ensure that administrative functions run smoothly, while complying with all policies and procedures of the Agency. When appropriate, the Director of Administration must recommend changes to policies and procedures to assist in the efficient operations of the Agency. This position requires the ability to build effective working relationships with GMX employees and Board members, as well as consultants and external vendors. The Director of Administration reports to the Executive Director.

Required Education and Experience

- Bachelor's Degree in business administration, public administration, or related field; and
- Minimum of ten (10) years of responsible professional experience to include budget administration, management, administration, human resources, public procurement, or related field, preferably in government; and
- At least five (5) years of experience in the supervision of subordinate staff.

An equivalent combination of training and experience that provides the required skills, knowledge, and abilities for this position may be considered.

Required Knowledge, Skills and Abilities

- Strong interpersonal skills and ability to work with all organizational levels.
- Ability to exercise independent judgment, integrity, and to provide highly credible advice and leadership in all matters.
- Ability to handle multiple priorities, meet deadlines, and see projects through to completion.
- Ability to provide sound advice and solve problems in a diverse client base on complex and sensitive issues.
- Knowledge of applicable state laws, rules, and regulations pertaining to procurement and human resources, government budgeting, and financial forecasting.

- Knowledge of personnel processes.
- Knowledge of the application of principles and practices of financial controls, reporting, and budgeting.
- Knowledge of automated financial management systems including databases, financial and budgeting reports.
- Excellent analytical skills with a strong working knowledge of problem solving.
- Ability to exercise independent judgment, integrity, and to provide highly credible advice and leadership in all matters.
- Ability to handle a variety of issues with tact and diplomacy in a confidential manner.
- Excellent organization and project management skills.
- Outstanding communication skills and detail-oriented.

Essential Duties

- Oversees the day-to-day operations of the Agency.
- Oversees the Procurement Department and ensures efficiency, as well as compliance with policy and applicable statutes.
- Oversees the small business and local business programs of the Agency, including outreach efforts.
- Works with the Communications Department on outreach to the small and local business communities.
- Oversees the Human Resources Department and ensures compliance with applicable regulations.
- Oversees and manages employee benefit programs.
- Responsible for developing organizational policies and procedures.
- Manages the administrative budgets.
- Manages the Agency's fleet.
- Responsible for the real estate and leasing portfolio of the Agency.
- Responsible for finding grant opportunities, writing, and managing grants.
- Negotiates contracts and agreements with vendors.
- Maintains corporate relationships.
- Coordinates with senior management team on office operations and employee relations events.
- Participates in other duties as required.

Supervision Exercised

- Two direct reports: Procurement Manager and Human Resources Manager/ADA Coordinator

Special Requirements, Licenses and Certifications

- Possession of valid Florida Driver's License and ability to maintain a safe driving record in order to occasionally operate GMX vehicles for business purposes.