



SARASOTA COUNTY GOVERNMENT

CLASS SPECIFICATION

CLASS TITLE: MANAGER, POLICY AND PROJECT

CLASS CODE: 31022

EEO Code: 02

FLSA: Exempt

W/C Code: 8810

Pay Grade: 13

MAJOR FUNCTION(S)

This is independent technical and financial work performing advanced research, evaluation, policy development, and interagency coordination for the assigned Business Center and/or the Office of the County Administrator.

TYPE OF DUTIES

- Advises General Managers, Executive Directors and/or the County Administrator on matters pertaining to specific policy, corporate strategy and project areas.
- Meets with advisory groups and staff regarding policies, projects, strategies, and priorities. Maintains liaison with elected officials and County staff to promote efficient and effective coordination of policy development and implementation/project completion.
- Directs the preparation, review and recommendation of background research, cost estimates and financial strategies for carrying out policy and project objectives.
- Contacts and works with appropriate state, county, and local officials in acquiring data for use in analysis.
- Completes projects independently or through coordination of the work of multiple agencies toward common program objectives.
- Directs, manages and administers federal, state, and local grant programs.
- Coordinates, develops and monitors capital improvement programs.
- Coordinates, develops and monitors budgetary processes.

CORE COMPETENCIES

- Champions for Customer and Community
- Improves Process and Builds Capacity
- Exercises Sound Financial Judgment
- Promotes Continuous Innovate Learning

JOB BASED COMPETENCIES (Specific for position)

- Knowledge of the policies, principles and practices related to public matters and techniques for performing policy and financial analyses of public administration and programs operations.
- Knowledge of the laws, rules and regulations controlling local governmental budgets, operations, record keeping, contracting and reporting.
- Knowledge of relevant federal, state and local laws within a program area.
- Knowledge of alternative program strategies for addressing solutions to problems.
- Knowledge of management principles and techniques.
- Knowledge of the methods of data collection and analysis.

KNOWLEDGE, SKILLS AND ABILITIES (continued)

- Ability to understand and apply applicable rules, regulations, policies and procedures.
- Ability to collect, evaluate, and analyze data.
- Ability to organize data into logical format for presentation in reports, documents and other written materials.
- Ability to conduct fact finding research.
- Ability to solve problems and make decisions.
- Ability to work independently.
- Ability to assess budgetary and financial needs.
- Ability to review, analyze and manage financial strategies.
- Ability to formulate policies and procedures.
- Ability to communicate, interpret, and explain local, state and federal governmental policies, operations and practices.
- Ability to analyze a variety of administrative and program problems and ability to design, implement and monitor corrective actions.
- Ability to develop management systems and procedures to promote greater efficiency in County operations.
- Ability to express ideas and recommendations clearly and effectively.
- Ability to establish and maintain effective working relationships with elected officials, executive staff, executive directors, employees, and the general public.
- Ability to facilitate interagency directions, common approaches to programs, and solutions to problems.

MINIMUM QUALIFICATIONS

A Bachelor's degree from an accredited college or university in Accounting, Finance, Economics, Business, Public Administration or area related to specific duties, and six years of progressively responsible related professional experience. A Master's degree from an accredited college or university in the field described can substitute for one year of the required experience. Progressively responsible professional experience as described above can substitute on a year-for-year basis for the required college education.

APPROVED BY:

DATE:

Joanie W. Whitley, PHR, General Manager, Human Resources

8/5/05

History: 1/4/01, 5/5/96, 1/24/02 (retroactive to 11/26/01)