



# SARASOTA COUNTY GOVERNMENT

## CLASS SPECIFICATION

**CLASS TITLE: EXECUTIVE DIRECTOR, STRATEGIC OPERATIONS**

**CLASS CODE: 031111**

**EEO Code: 01**

**FLSA: Exempt**

**W/C Code: 8810**

**Pay Grade: 17**

### **PRIMARY PURPOSE**

This position is responsible and accountable for providing strategic direction to Sarasota County in order to minimize cost impact as well as assist in the design and development of tactical plans to address long term issues as they are discovered or disclosed. Assist the County and the Enterprise to implement programs to avoid and prevent roadblocks or obstacles which become apparent during the process.

### **BASIC FUNCTIONS**

- Bridges strategic and tactical thinking, to include working with parallel and hierarchical organization in order to narrow gap between strategy development and tactical implementation.
- Identifies core service needs and deficiencies to mobilize support service delivery to mitigate and address these issues
- Acts as steward of corporate improvement plans to identify blind spots across core services and appoints and directs holistic resource teams to tackle them.
- Aligns priorities between core service/business side and support service side
- Exercises facilitative demand function for business plans including; reporting, monitoring and evaluating, identification of future objectives, removal of obstacles and developing strategic plans.
- Identifies system conflicts
- Assembles and develops resources to support changes that drive systems integration and coordination
- Collaborates with Executive Directors, Strategic Planning Coordinators, support services to understand/dissect micro-businesses using such technical programs as the "7 Diagnostic Questions Roadshow."
- Translates micro-business missions to facilitate alignment within the enterprise mission
- Negotiates measures – make sure we're measuring the "right what" – facilitate the move towards more honesty about the measures that matter
- Facilitates strategic drivers conversation
- Facilitates and promotes communication across core services and works with Strategic Planning Coordinators in the context of networked talent model to ensure consistency and unity.
- Provides resources to Strategic Planning Coordinators when they run into obstacles (to avoid upward delegation back to Executive Directors when progress stalls).

