



# SARASOTA COUNTY GOVERNMENT

## CLASS SPECIFICATION

### **CLASS TITLE: EXECUTIVE DIRECTOR, ENVIRONMENTAL SERVICES BUSINESS CENTER**

**CLASS CODE:** 031141

**EEO Code:** 01

**FLSA:** Exempt

**W/C Code:** 8810

**Pay Grade:** 18

### **MAJOR FUNCTION(S)**

This is professional senior management and policy level work responsible for the County Services, including fiscal, financial and administrative services related to water resource management, water supply, wastewater treatment and reclaimed water services, solid waste management and materials reclamation, and management and protection of natural resources for the Environmental Services Business Center.

### **TYPES OF DUTIES**

- Responsible for the overall leadership, management and administration and all other activities assigned to the Business Center.
- Guides and directs the implementation of the Business Center's capital improvement program to ensure efficient utilization of the resources in the design, construction, and renewal of facilities.
- Guides and directs the development and implementation of financial and fiscal management systems to provide for appropriate management information, and the preparation of financial and fiscal reports for various funds according to County policy.
- Guides and directs the management of the Business Center's Customer Service Programs for customers and citizens who utilize the services provided by the Business Center.
- Guides and directs the pollution control and resource management programs which preserve the environment of Sarasota County.
- Promotes and utilizes state-of-the-art technology, latest/best practices in the field for the benefit of the County and the public.
- Ensures environmentally sound and economically efficient water, wastewater and solid waste resources and systems.
- Cooperates and works effectively with other Business Centers on matters within their respective areas of responsibility and coordinates activities with each center on matters of mutual concern.
- Offers support and resources to reach common goals and objectives for the Business Centers that support the County's mission, as stated under the jurisdiction of the County Administrator, and said activity is not contrary to law.
- Actively participates in the Business Center's annual strategic business and action plans.
- Accountable for overall financial stability and cost containment of the Business Center by minimizing operating expenses while providing optimum customer service and minimizing legal exposure.
- Develops and maintains effective and trustworthy working relationship with administration, while developing and empowering employees, promoting and supporting excellence, efficiency, innovation, openness and teamwork among Business Center staff.
- Advocates the County's mission, vision and programs of the County organization and support of the community.
- Supports County's dedication to "Continuous Quality Improvement" by striving to continually reevaluate, rethink and question processes, procedures and methods that affect the efficiency, quality and cost of services.

Executive Director, Environmental Services Business Center

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**KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of principles and theory of public administration including general administration, human resource management, and fiscal management.
- Knowledge of organization and administration of governmental organizations.
- Knowledge of policy and procedure development and implementation.
- Ability to be persuasive, diplomatic and imaginative in resolving issues.
- Ability to establish and maintain effective working relationships with others.
- Ability to adeptly handle multiple priorities, problems, and demanding situations; possess strong written and oral communication skills; be able to envision the future, while remaining focused on present demands; possess strong planning and organizational skills; be knowledgeable of current trends, resources, legislation, and funding sources; be creative and proactive, yet politically sensitive; possess a strong customer orientation; and be a team player.

**MINIMUM QUALIFICATIONS**

A Bachelor's Degree from an accredited college or university in Civil/Environmental Engineering, Public Administration, Business Administration, or a related field, and eight years of professional experience in a related administrative or management position.

A Master's Degree from an accredited college or university in Public Administration, Business Administration, or a related field is preferred and may be substituted for one year of the required experience. Progressively responsible professional experience as described herein may be substituted on a year-for-year basis for the required college degree.

**APPROVED BY:**

James L. Ley, County Administrator

**DATE:**

4/1/99