



# SARASOTA COUNTY GOVERNMENT

## CLASS SPECIFICATION

**CLASS TITLE: MANAGER, OFP ADMINISTRATION**

**CLASS CODE: 031144**

**EEO Code: 01**

**FLSA: Exempt**

**W/C Code: 8810**

**Pay Grade: 13**

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

This is responsible professional, financial, administrative, and managerial work involving planning, preparing, analyzing, implementing, and managing the Office of Financial Planning. This position leads and supports efforts to continually improve business practices and processes to maximize resources.

### **TYPES OF DUTIES**

- Assists with the overall leadership, management and/or administration of OFP. Keeps the CFPO informed of operational decisions/issues.
- Supports Executive Director in the dedication to "Continuous Quality Improvement". Advocates the County's mission, vision and programs of the County organization and support of the community.
- Creates and sustains an environment which supports decision making and accountability at all levels in the organization.
- Supports the development of employees throughout OFP; creates and maintains a work environment that builds talent to ensure the continuity of leadership for the organization.
- Manages financial strategic planning, budgeting, business and financial reporting functions for all units of the business center/office. Articulates changes in organizational and business priorities.
- Coordinates, conducts and reviews a variety of complex analytical and support activities.
- Establishes and sets office/unit goals and objectives and is accountable for outcomes in conjunction with subordinate managers and/or supervisors.
- Has ultimate responsibility for the budget of the Administration unit. Assists in the coordination and preparation of the Business Center's capital, operational and supplemental budgets.
- Directs and/or participates in personnel management activities of the business center; interprets policies and procedures, ensures that business center activities are in compliance with codes, regulations, and procedures. Accountable for the results of all employee and customer relation issues in the Administration unit.
- Directs and/or participates in the current and long term needs and timely implementation of information technology services for the business center
- Performs financial forecasting and planning on a long-and short-term basis.
- Directs and/or participates in research and analysis of rates, fees and charges for services provided, preparation of in-house rate study reporting, and presentation of the report findings in public workshop, neighborhood meetings and public hearings.
- Directs and/or assists in the development and implementation of goals, objectives, policies, procedures and work standards for Administration and the business center. Provides vision and direction to subordinate staff in the development of goals and strategic plans.
- Presents and represents Administration at BCC, public forum, business center and agency meetings.
- Directs and/or participates in various committees and task forces; organizes activities and provides for staff support; prepares or reviews a variety of narrative and/or statistical reports, correspondence, agenda items, policy papers, presentations and other written materials.
- Oversees specified short- and long-term projects.
- Supports Executive Director in the dedication to "Continuous Quality Improvement". Advocates the County's mission, vision and programs of the County organization and support of the community.

**CORE COMPETENCIES**

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

**JOB BASED COMPETENCIES (Specific for position)**

- Knowledge of management principles and practices.
- Knowledge of the methods of data collection and analysis.
- Knowledge of budget processes.
- Knowledge of laws, rules and regulations controlling procedures of County government.
- Skill in the application of sound and effective management techniques.
- Ability to research, evaluate and analyze data to develop alternative recommendations, solve problems, document work and other activities relating to the improvement of operational and management practices.
- Ability to organize data into logical format for presentation in reports, documents and other written materials.
- Ability to communicate information/data, procedures in a clear and concise manner.
- Ability to assess budgetary issues.
- Ability to conduct fact-finding research.
- Ability to utilize problem-solving techniques.
- Ability to work independently.
- Ability to understand and apply applicable rules, regulations, policies and procedures relating to operational and management analysis activities.
- Ability to plan, organize, coordinate and evaluate work assignments.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with governmental agencies, County Business Centers, businesses and the general public.

**MINIMUM QUALIFICATIONS**

A Bachelor's Degree from an accredited college or university in Business or Public Administration or related field and four years of progressively responsible professional experience in the management of personnel, budget or customer service/relations. Professional experience may substitute on a year-for-year basis for the required degree.

**APPROVED BY:**

**DATE:**

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

3/18/08

