



SARASOTA COUNTY GOVERNMENT

CLASS SPECIFICATION

CLASS TITLE: County Administration Operations Manager

CLASS CODE: 31232

EEO Code: 01

FLSA: Exempt

W/C Code: 8810

Pay Grade: 13

MAJOR FUNCTION(S)

This is managerial work responsible for leadership functions associated with managing Administration County operations.

TYPE OF DUTIES

- Investigates, assesses, analyzes and develops optimum resolution to resolve administrative issues and problems. Coordinates among the Board of County Commissioners, the Office of the County Attorney, Elected Officials, Advisory Boards, governmental entities, business centers/core services, community organizations and the general public.
- Serves as liaison on a variety of issues to develop capacity for network building within the community and other organizations, acts as an effective partner to deliver services through collaboration and communication flow across all levels of public and private organizations. Consults with program supervisors and administrative staff to resolve programmatic, administrative and operational problems.
- Collaborates with executive team members to provide stewardship of cross-organizational issues, fill gaps and energizes collaborative team efforts to identify and remove barriers for proactive empowerment.
- Represents the County within the community, organizes, attends and participates in meetings and professional groups.
- Reviews administrative policies, procedures, guidelines and related directives, identifies potential problems, evaluates impact on operations, recommends appropriate action.
- Assists, prepares, monitors and coordinates management, policy, budget, personnel, public information and other reports for the Board of County Commissioners, County Administrator, Deputy County Administrators and various agencies.
- Prepares, reviews and presents decision items for the Board of County Commissioners at regular meetings, public hearings and workshops. Plans and prioritizes the development of the Board of County Commissioners meeting agendas to achieve policy goals and promote the effective use of time. Provides guidance on agenda implementation and presentation to all levels of the organization. Facilitates BCC Communication and improves the efficiency of the Board.
- Develops and monitors the budget for Administration, the Board of County Commissioners and ensures compliance with approved budget. Implements opportunities to improve cost and operational effectiveness.
- Directs and evaluates the work of administrative support staff to ensure maximum use of time, technology and resources. Develops staff to realize their potential and build a high performing team through collaborative efforts and process quality improvements.

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 methods of data collection and analysis.
- Knowledge of management principles and practices.
- 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

8/25/05

History: 10/16/98, 3/1/05