



SARASOTA COUNTY GOVERNMENT

CLASS SPECIFICATION

CLASS TITLE: MANAGER, STRATEGIC OPERATIONS

Class Code: 31242

EEO Code: 01

FLSA: Exempt

W/C Code: 8810

Pay Grade: 15

MAJOR FUNCTION(S)

This is management work analyzing organizational structure, responsibilities, teamwork, capabilities of incumbents, performance measurement, business or operating procedures, reporting relationships, processes and workflow to devise the most efficient methods of accomplishing work.

TYPE OF DUTIES

- Plans study of work problems and internal disconnects and procedures, such as organizational change, communications, quality control, information flow, integrated production methods, inventory control, or cost analysis.
- Participates in developing performance measurements.
- Gathers and organizes information on problem or processes including present operating processes.
- Analyzes data gathered, develops information and considers all available solutions or alternate methods of proceeding.
- Organizes and documents findings of studies and prepares recommendations for implementation of new systems, procedures or organizational changes.
- Confers with personnel concerned to assure smooth functioning of newly implemented systems or procedures.
- May also participate in manpower planning and succession planning.
- May install new systems and train personnel in application and team building.
- May conduct operational effectiveness reviews to insure functional or project systems are applied as designed and functioning satisfactorily.
- May develop or update functional or operating manuals outlining established methods of performing work in accordance with organizational policy.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of management systems and processes.
- Knowledge of research methods.
- Knowledge of best practices in local government and management.
- Knowledge of performance metrics and the application thereof.
- Skill in researching problems and making effective recommendations for solutions.
- Skill in researching processes and making effective recommendation for improvements.
- Ability to gather information, recognize essential information and organize information on problems or processes.
- Ability to combine separate pieces of information, or specific answers to problems, to form

KNOWLEDGE, SKILLS, AND ABILITIES (continued)

general rules or conclusions. Includes coming up with a logical explanation for why a series of seemingly unrelated events occur together.

- Ability to use logic and analysis to identify the strengths and weaknesses of different solutions.
- Ability to analyze management systems.
- Ability to recognize problems or to anticipate problems.
- Ability to create multiple strategies to accomplish organizational goals.
- Ability to communicate effectively.
- Ability to foster team environment.
- Ability to implement activities in accord with one's own ideas or information provided.

MINIMUM QUALIFICATIONS

A Bachelor's Degree from an accredited college or university in Public or Business Administration or a related field and four years of progressively responsible professional experience in organizational analysis.

A Master's Degree from an accredited college or university may substitute for one year of the required experience. A Doctorate from an accredited college or university may substitute 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:

DATE:

James L. Ley, County Administrator

10/10/2001