SARASOTA COUNTY GOVERNMENT
CAREER TRACK

BUSINESS PROFESSIONAL

SUB-CLASS CODE: See below
EEO Code: See below
FLSA; W/C Code: See Below
PAY BAND: Professional/Technical

MAJOR FUNCTION(S) - This is professional and advanced technical/analytical work supporting and/or coordinating programs/projects, preventive/predictive maintenance plans/schedules, leading teams, conducting research, formulating and interpreting policy and procedures, active involvement in finance, public relations, procurement, performance measures, personnel and related operational functions. Positions typically report to a manager, director and/or executive staff.

Primary Purpose		
Tier 1 Pay Grade 9931 Exempt or Non-Exempt (see chart)	***Tier 2** Pay Grade 9932 Exempt or Non-Exempt (see chart)	****Tier 3** Pay Grade 9933 Exempt or Non-Exempt (see chart)
Work is typically project/business unit related and complex in nature. In general, work assignments include, but are not limited to: ▪ Leads unit activities/special projects ▪ Researches, compiles, analyzes data ▪ Prepares comprehensive reports ▪ Creates, signs written correspondence ▪ Reviews and may negotiate contracts ▪ Assists in preparation/research for grant applications ▪ Monitors, maintains grant funding ▪ Interprets and applies complex principles, policies and practices ▪ Trains/educates staff and customers ▪ Interfaces with manager/director to provide detailed and technical project/unit information ▪ Develops Project/BU communications ▪ Participates in performance reviews ▪ Responds to complex customer issues ▪ Participates in budget planning ▪ Assists in creating business plans ▪ Implements ordinances/resolutions ▪ Coordinates, oversees work of subordinates/assigned project staff. ▪ Prepares, participates in presentations to the BCC and external customers. ▪ Prepares responses to BCC and/or administrative assignments	**Work is typically managing a specific unit program including business plans/budget. In general, work assignments include, but are not limited to:** ▪ Manages/coordinates a business unit program/work team ▪ Manages program budget ▪ Establishes performance measures ▪ Assists with development of preventative maintenance plans and schedules ▪ Monitors unit/program outcomes ▪ Develops/implements program policies, procedures and/or job requirements ▪ Identifies/addresses operational issues. ▪ Manages/reviews/writes/prepares grants, contracts and/or RFPs ▪ Initiates revenue sources ▪ Coordinates external resources/vendors ▪ Conducts program/project/job cost analysis and generates reports as needed ▪ Procures materials and services ▪ Assists with quality assurance/control ▪ Monitors/adjusts job plans as needed ▪ Ensures compliance of regulatory/county principles, policies, practices. ▪ Builds strong internal relationships and community partnerships ▪ Identifies trends and/or problems through statistical analysis ▪ Assists in continuous improvement of systems and processes ▪ Prepares complex/statistical reports and presentations ▪ Presents to the BCC and/or external groups ▪ Facilitates internal/external trainings ▪ Coaches/Counsels/develops direct reports	**Work involves leading teams across departments/divisions and is typically analytical in nature. In general, work assignments include, but are not limited to:** ▪ Leads, manages large programs, project and/or teams ▪ Develops strategic business plans/processes ▪ Develops, manages program/project budget ▪ Develops job requirements/strategic plans ▪ Leads efforts in creating staffing plans, long range objectives, budgets, operational goals, work standards and procedures ▪ Assembles work teams accessing resources enterprise-wide ▪ Provides solutions to IT systems ▪ Solves multiple technical problems ▪ Designs performance data collection processes ▪ Creates/maintains systematic approaches and implementation of process development ▪ Develops, negotiates contracts/inter-local agreements, participates in RFP process ▪ Coordinates and initiatives CIP's ▪ Interfaces, interacts with others on program/capital project issues. ▪ Reviews/analyzes/evaluates job plans/ programs/projects/processes/systems ▪ Formulates/implements effective solutions ▪ Presents to/interfaces with executive team, BCC, departments, external agencies. ▪ Participates on panels/strategic discussions ▪ Facilitates meetings/process improvement teams ▪ Develops training programs & facilitates staff through cultural/procedural changes
*Intermediate level includes Tier 1 duties	** Advanced level includes Tier 1 & 2 duties	

Core Competencies (Knowledge, Skills and Abilities)		
Tier 1	**Tier 2**	**Tier 3**
Communication and Program/Project Management Skills		
▪ Ability to communicate unit/project policies, procedures and systems ▪ Ability to establish and maintain strong relationships ▪ Ability to communicate effectively ▪ Ability to address policy, legal or regulatory issues ▪ Ability to organize and present information ▪ Ability to address difficult situations/ issues professionally and tactfully. ▪ Uses sound independent judgment	▪ Ability to manage/lead a unit project/program/team ▪ Ability to set program goals and manage timelines ▪ Ability to prioritize work effectively ▪ Ability to respond to high level controversial issues ▪ Ability to educate and train internal/external customers ▪ Ability to coach, mentor and develop support staff ▪ Ability to demonstrate excellent time management skills ▪ Ability to exercise independent judgment and discretion for decision making.	▪ Ability to lead and facilitate strategic business planning meetings ▪ Ability to listen, comprehend information and put in appropriate context ▪ Ability to assemble diverse work teams ▪ Ability to manage, plan, organize and coordinate program development ▪ Ability to network internally across departments/divisions and with external customers ▪ Ability to motivate and influence people ▪ Ability to think and communicate strategically and analytically
All levels require ability to establish and maintain effective working relationships.		
Technical Skills		
▪ Knowledge of research techniques and methods of data collection. ▪ Ability to interpret and apply moderately complex principles, policies, practices. ▪ Ability to create and generate comprehensive reports. ▪ Ability to work with simple legal documents and grant applications. ▪ Ability to prioritize, organize workload. ▪ Knowledge of compliance regulations. ▪ Knowledge of county, state and Federal regulations. ▪ Knowledge of public administration principles and practices. ▪ Knowledge of and ability to develop ordinances.	▪ Ability to identify trends through statistical analysis. ▪ Ability to develop and ensure compliance of principles, policies and practices. ▪ Ability to prepare/write grants. ▪ Knowledge of contract negotiations. ▪ Ability to anticipate and overcome barriers. ▪ Ability to set objectives/goals and timelines. ▪ Ability to develop schedules and assign work assignments. ▪ Knowledge of SCG procurement processes and practices ▪ Knowledge of Computerized Maintenance Management Systems (Maximo) and other work-related applications.	▪ Ability to research, analyze and present complex data. ▪ Ability to identify trends through statistical analysis. ▪ Ability to think strategically. ▪ Knowledge of program management principles and techniques. ▪ Ability to apply comprehensive knowledge of a specific nature. ▪ Ability to evaluate and measure outcomes. ▪ Ability to communicate technical and business information effectively. ▪ Ability to design and implement contracts. ▪ Ability to interpret and apply complex applicable regulations, polices and procedures. ▪ Expert in Computerized Maintenance Management Systems (Maximo) and other work-related applications, and ability to train others.
Budget/Fiscal Skills		
▪ Knowledge of budgeting process. ▪ Ability to collect and analyze financial data. ▪ Knowledge and understanding of GovMax.	▪ Ability to develop and manage program budget. ▪ Ability to conduct complex Financial Analysis. ▪ Ability to analyze moderately complex budget issues. ▪ Ability to prepare business plans and enter into GovMax.	▪ Ability to develop and manage program budget. ▪ Ability to assist department/divisions with budget, staffing and business plan preparation. ▪ Ability to train others on GovMax process and/or Computerized Maintenance Management Systems.

Minimum Qualifications		
Tier 1	**Tier 2**	**Tier 3**
▪ Associate degree from an accredited college or university with 3 years job-related experience **OR** ▪ BS or BA degree from an accredited college or university in job-related field; 1 year job-related experience preferred. ▪ 5 years professional related experience can be substituted for the degree at management discretion.	▪ BA or BS degree from an accredited college or university in Public Administration, Business, Finance, Planning, Industrial/Engineering Technology, or job-related field and 2 years job-related experience **OR** ▪ 6 years professional job-related experience can be substituted at management discretion for the required education. **OR** ▪ Related professional program/ project management may substitute for the required education at management discretion.	▪ BA or BS degree from an accredited college or university in Public Administration, Business, Finance, Planning, Industrial/ Engineering Technology or job-related field ▪ 3 years of professional job-related experience ▪ Master's degree preferred and can count for 1 year of experience. **OR** ▪ 7 years professional job-related experience in management of technical projects/programs and strategic planning may substitute for the required education.
NOTE: 30 college credits are considered equivalent to one year of college.		

NOTE: Employees that acquire the skills and minimum qualifications for the next level will be able to apply for promotional opportunities. Employees will not automatically be upgraded to the next level. Reclassifying a position is based on business need and financial impact and not based solely on the incumbent.

APPROVED BY:

Chris Louria Digitally signed by Chris Louria
Date: 2022.11.02 12:31:59 -04'00'

Chris Louria, Chief Human Resources Officer

History: 11/2/2022; 11/18/13; 2/24/12; 6/30/11; 10/2/08

Title & WC Addendum

Sub-Class	Title	FLSA	PG	WC	EEO	Retirement
032901	Business Professional I (NE)	NE	9931	8810	02	Regular
032907	Business Professional I (NE) - Waste Water	NE	9931	7580	02	Regular
032908	Business Professional I (NE) - Parks	NE	9931	9102	02	Regular
032902	Business Professional I	E	9931	8810	02	Regular
032909	Business Professional I - Waste Water	E	9931	7580	02	Regular
032910	Business Professional I - Parks	E	9931	9102	02	Regular
032903	Business Professional II	E	9932	8810	02	Regular
032920	Business Professional II (NE PT)	NE	9932	8810	02	Regular
032911	Business Professional II - Waste Water	E	9932	7580	02	Regular
032912	Business Professional II - Parks	E	9932	9102	02	Regular
032904	Business Professional III	E	9933	8810	02	Regular
032921	Business Professional III (NE PT)	NE	9933	8810	02	Regular
032916	Business Professional III- Waste Water	E	9933	7580	02	Regular
032917	Business Professional III - Parks	E	9933	9102	02	Regular
032905	Business Professional I - Spc Risk	E	9931	8810	04	Special Risk
032906	Business Professional II Spc Risk	E	9932	8810	04	Special Risk