SARASOTA COUNTY GOVERNMENT
CAREER TRACK

EXECUTIVE MANAGEMENT

SUB-CLASS CODE: See Below
EEO Code: 01
FLSA: Exempt
W/C CODE: 8810
PAY BAND: Executive Management

MAJOR FUNCTION(S) – This is executive level management work overseeing a department/s. Work involves, leading a team of directors or managers and professional staff. The nature of the work frequently involves critical thinking, developing and interpreting policy and procedures, involvement in finance, business development, community relations, and leading and participation in projects. Work may also involve partnering and discussions with community groups and other county agencies as well as regional, state and/or federal government agencies. Provides critical data and information to BCC members, County Administrator (CA), and Deputy/Assistant County Administrators. Reports to a Deputy County Administrator, Assistant County Administrator or the County Administrator.

Primary Purpose	
Executive Management - Tier I Sub-Class Code 31028 - Pay Grade 9961	**Executive Management - *Tier II** Sub-Class Code 31029 - Pay Grad 9962
This is executive level management work responsible for the oversight of a large department. **Work assignments generally include, but are not limited to:** ▪ Provides overall leadership and direction to a large Department ▪ Actively participates in strategic planning/budgetary efforts and promotes sound fiscal management practices ▪ Collaborates with DCA/ACA and CA to create and understand the vision/direction for the County; recommends strategies for achieving Sarasota County's vision and mission; leads efforts to embed values into the organization ▪ Recommends ways to control operating/capital expenditures; leads efforts to define strategies to increase level of service, reduce costs, and improve services and processes. ▪ Develops and ensures implementation of policy ▪ Establishes performance measures and reports outcomes to DCA/ACA/County Administrator. ▪ Collaborates on intra-governmental/regional business development opportunities ▪ Advocates the County's mission/vision to staff, citizens and community groups; develops, and promotes strong community partnerships and internal/external relationships ▪ Liaison between the County, community, & outside agencies ▪ Organizes/leads community committees regarding economic, environmental, social and cultural needs/critical issues. ▪ Presents reports, information and data to the BCC, Senior Management, and Advisory/Community groups. ▪ Strategizes, promotes, and utilizes state-of-the-art technology and best practices ▪ Serves as a mentor, advisor, and resource to colleagues, managers, and staff members. ▪ Explores, and challenges, the status quo; strives for excellence in all operations ▪ Keeps DCA/ACA/County Administrator abreast of all issues as appropriate	**This is ACA or DCA level work overseeing several County departments:** **Work assignments generally include, but not limited to:** ▪ Reports to the CA; is responsible for leading and oversight of several county departments through the leadership of a director. ▪ Leads and participates in short and long-term strategic planning efforts for the County as an enterprise. ▪ Ensures all program activities operate consistently and ethically within the county's charter, mission, values, and regulations. ▪ Informs the County Administrator, and the Board of County Commissioners, on the status and accomplishments of all programs and initiatives. ▪ Directs and works with the various directors responsible for all programs, planning, organizing, operating, and staffing. ▪ Provides leadership in the development, implementation, policy and management of the annual budget in conjunction with the Chief Financial Officer and County Administrator. ▪ Ensures compliance with all federal, state, funding, and county regulations. ▪ Leads/implements a continuous quality improvement process; engages staff in dialogue and constructive feedback on County programs and operations. ▪ Conducts and attends meetings and conferences to share and discuss current work problems, policy changes, and other pertinent matters. ▪ Mentors and leads a high performing team of directors to the next level through role modeling, coaching, developing, training and retention strategies. ▪ Collaborates and builds relationships with internal and external customers including BCC members, community stakeholders and constituents. ▪ Serves as second-in-command to the County, filling in as needed in place of the County Administrator.

Core Competencies (Knowledge, Skills, and Abilities)	
▪ Ability to lead and oversee a large department ▪ Ability to provide accurate information and sound advice of a specific nature across the organization. ▪ Ability to think and communicate strategically/analytically ▪ Ability to listen, comprehend information, put in appropriate context and communicate effectively ▪ Ability to negotiate with good outcomes/results ▪ Ability to develop/maintain effective work relationships ▪ Ability to motivate and influence people ▪ Knowledge of policy/procedure development and implementation ▪ Ability to adeptly handle multiple priorities, problems, and demanding situations ▪ Ability to develop and manage operational and CIP budgets, business plans and staffing plans ▪ Ability to assemble diverse work teams and to develop, coach and counsel staff appropriately ▪ Ability to apply comprehensive knowledge in specific area ▪ Ability to interpret and apply complex applicable regulations, policies and procedures ▪ Ability to communicate the mission and vision to the dept. ▪ Ability to follow and model the values of the organization. ▪ Knowledge of current trends, resources, legislation, etc.	▪ Knowledge of principles and theory of public administration ▪ Ability to lead and oversee several large departments ▪ Ability to think and communicate strategically and analytically ▪ Ability to negotiate and persuade diplomatically with good outcomes/results ▪ Ability to adeptly handle multiple priorities, problems, and demanding situations ▪ Ability to envision the future while remaining focused on present demands ▪ Ability to be creative and proactive, yet politically sensitive ▪ Ability to communicate the vision and mission to the organization ▪ Ability to follow and model the values of the organization ▪ Ability to network, develop, and maintain effective working relationships
Budget/Fiscal Knowledge and Skills	
▪ Ability to develop, present and manage department budget ▪ Ability to assist and advise directors/manages with budget, staffing and business plan preparation ▪ Knowledge of GovMax process and Computerized Maintenance Management system ▪ Ability to make fiscally, sound financial recommendations ▪ Ability to define and recommend strategies to increase level of service while controlling or reducing costs	▪ Knowledge and understanding of department budgets ▪ Ability to provide direction and advice to directors on budget and financial matters ▪ Ability to make fiscally, sound financial recommendations ▪ Ability to define and recommend strategies to increase level of service while controlling or reducing costs
Minimum Qualifications	
▪ Bachelor's degree from an accredited college or University in Public Administration, Business Administration, Finance, Human Resources, IT, Planning, Engineering or related field of expertise ▪ 8 years of progressively responsible professional, public experience; 3 yrs. must have been in a senior capacity. ▪ Master's degree from an accredited college or university in Public Administration, Business, Finance, HR, IT, Planning, Engineering or a related field, and seven (7) years of experience in a public administration position. ▪ Certification in one of the above fields is preferred.	▪ Master's degree from an accredited college or university in Public Administration, Business, HR, IT, Planning, Engineering or a related field ▪ 9 years of progressively responsible professional, public experience; 4 yrs. must be in a senior capacity. ▪ Bachelor's degree from an accredited college or university in Public Administration, Business Administration, HR, IT, Planning, Engineering or a related field, and 10 years of progressively responsible professional public experience may substitute for the required Master's degree. ▪ Certification in Public Administration is preferred.

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: **DATE:**

Chris Louria, Chief Human Resources Officer 1/22/19

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Revision dates: 8/25/14; 4/13/15