

**Classification Title: Strategy and Performance Officer**

FLSA Status: Exempt

**BRIEF DESCRIPTION:** Develops and implements a performance management program for the County; track progress toward Board of Commissioner Goals, Objectives and Initiatives; integrate countywide planning and performance management into (1) department business plans, (2) process improvements managed by the Innovation Team, and (3) the annual budget. The Strategy and Performance Officer will provide management consulting, data analysis, performance reporting, training and coaching.

**ESSENTIAL FUNCTIONS:**

*This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.*

S Sedentary	L Light	M Medium	H Heavy	V Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

#	Code	Essential Functions
1	S	Monitor and report progress on Board of Commissioner goals, objectives and initiatives.
2	S	Develop, implement and maintain an organizational performance management program.
3	S	Integrate performance management program with innovation, budget development and management, and County Manager initiatives. Assist with preparing, analyzing, reconciling, and translating performance measures, benchmarking, and related data (qualitative and quantitative) into strategic recommendations and action plans and resource choices.
4	S	Conduct special initiative projects, research studies and analysis efforts. Respond to requests for information from internal/external customers and contacts (County Commissioners, executive management, departments, partner organizations, media, citizens, etc...)

**CLASSIFICATION REQUIREMENTS:**

CLASSIFICATION REQUIREMENTS	
Education	Bachelor’s degree in Public Administration, Public Policy or Business Administration.
Experience	Five years of progressively responsible experience in strategic planning, performance management, budget management, and/or program evaluation.
Certification and Other Requirements	None
Equivalent Education & Experience Accepted?	No

CLASSIFICATION REQUIREMENTS	
Reading	Advanced
Math	Advanced
Writing	Advanced
Managerial	Receives limited direction
Budget Responsibility	No
Supervisory / Organizational Control	No
Interpersonal / Human Relations Skills	Work requires frequent and regular contact with others in a direct reporting relationship as well as others outside of a direct reporting relationship. The purpose of the contact is to address specific issues and/or general policies. Contact may involve support of controversial positions or the negotiation of sensitive issues. Evaluates customer satisfaction, develops cooperative associations and relationships, and utilizes resources to continuously improve external customer relations and satisfaction. Makes presentations and answers questions in regard to presentation materials and findings.

**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	X	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.		Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Content, Network Printer, Laptop, Advantage ERP Applications, Internet Explorer, VPN, Snag It, Adobe, Adobe Framaker, Office, SharePoint, Lotus Notes, Same Time

PRIMARY WORK LOCATION	
X Office Environment	Shop
Clinic	Vehicle
Recreation Centers/Neighborhood Centers	Warehouse
Outdoors (see 1 below)	Other

**PROTECTIVE EQUIPMENT REQUIRED:**

None