



## JOB DESCRIPTION

**Job Code:**  
**Employee Group: 32**  
**Resolution:**

**CLASS TITLE:** Strategic Program Manager  
**DEPARTMENT:** Administration  
**FLSA STATUS:** Exempt

### **JOB SUMMARY:**

Reporting to the Administrator under the direction of the Ways & Means Committee of the Board of Commissioners, assists in the development strategy and provides oversight for the integration of Board-defined community impacts and outcomes into organizational and departmental programs, policies and budget priorities.

Under the supervision of the Administrator, oversees the development and implementation of the organization's Community Impact-Based Budgeting Strategy to ensure policy, programs and resources are aligned to meet the community improvement objectives of the Board of Commissioners. Works with the Ways & Means Committee to define and update Community Impacts (long-term changes) and Outcomes (short-term changes) anticipated from county investments. Serves as a liaison to departments and community partners to develop strategic plans, programs and projects that align with Board objectives. Works with the budget and finance team to ensure annual investments are prioritized to meet Community Outcomes. Coordinates engagement of external and internal agencies in the development of collaborative goals and objectives toward positive community impact.

### **EXAMPLES OF DUTIES**

#### **Strategic Planning:**

- Works to develop and maintain the organization's Community Impact-Based Budgeting Strategy, including the definition of a County logic model and theory of change meant to articulate a "line-of-sight" approach describing how staff activities lead to program outcomes and then to community impacts.
- Develops planning and evaluation tools for County programs and projects to predict and measure the effectiveness of investments in achieving Community Outcomes
- Develops and establishes standards and procedures for implementing the Community Impact-Based Budgeting strategy throughout the organization and works with departments to develop work procedures in accordance with departmental and County guidelines.

**Leadership/Communication:**

- Maintains open communication with the Board of Commissioners, the County Administrator, organizational and community leadership to identify and articulate long-term Community Impacts to define the long and short term objectives in County areas of influence
- Works with various departments to coordinate the development of department/unit strategic plans to meet the long and short term objectives.
- Writes and recommends County policy to the Ways & Means Committee of the Board of Commissioners and the County Administrator to institutionalize the Community Impact-Based Budgeting Strategy.
- Prepares monthly activities and progress reports for the Ways & Means Committee and County Administrator

**Collaborative Behavior:**

- Works with the budget and finance teams to prioritize investments in County activities that directly support Community Outcomes.
- Personally represents the County in meetings with internal and external partners regarding the planning/development/implementation/measurement of countywide collaborative strategies to meet the objectives of the Community Impact-Based Budgeting Strategy.

**Important Duties:**

- Ensures the accuracy of records and files. Prepares or directs the preparation of reports, correspondence and other written materials.
- Conducts studies related to the area of assignment. Analyzes information, evaluates alternatives and makes recommendations. Prepares narrative and statistical reports of findings. Develops, revises and implements policies and procedures.
- Performs other duties as assigned.

The above statements are intended to describe the general nature and level of work being performed by employees assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

**EMPLOYMENT QUALIFICATIONS**

**Knowledge of:**

- Strategic planning, logic-modeling and theory-of-change development.
- Facilitation, mediation, and conflict resolution skills.
- Multi-sector program design to align disparate investments toward common outcomes.
  
- Leadership skills necessary to effectively create vision, provide direction, and manage the daily operations and administration of assigned function.
- Interpersonal skills necessary to communicate with County personnel and the public in situations requiring tact and patience.
- Mental ability to frequently handle pressures related to simultaneous handling of multiple projects, meeting deadlines, fulfilling scheduling requirements, and dealing with concerns of citizens and employees.
- Analytical skills necessary to effectively monitor and adhere to established budget.
- Computer skills necessary to perform basic tasks utilizing standard Microsoft software (e.g., Word, Excel, etc.).
- Principles and practices of employee supervision, including work planning, direction, review, evaluation and staff development.
- Preparation of graphs, charts, tables and statistics reporting.
- Budgetary principles and practices.

**Skill in:**

- Experience, self-confidence and initiative necessary to perform using broad management guidelines to determine day-to-day and long range goals.
- Establishing and participating in team oriented processes.
- Developing long- and short-range plans for information systems development.
- Interpreting, applying and explaining complex policies and regulations.
- Setting priorities, coordinating multiple projects and meeting critical deadlines.
- Using sound, independent judgment within established policy and procedural guidelines. Preparing clear, concise and effective written materials.
- Maintaining accurate records and files.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

**LICENSES AND CERTIFICATIONS**

Certification in strategic planning, facilitation and mediation desired.

**PHYSICAL DEMANDS**

Duties require sufficient mobility to work in a normal office setting and use standard office equipment including a computer, vision to read printed materials and a computer screen and hearing and speech sufficient to communicate in person or over the telephone.

These requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

**EDUCATION**

Equivalent to possession of a Bachelor's degree with major coursework in public administration, leadership, organizational development, management or a closely related field. Masters preferred.

**EXPERIENCE**

Six (6) years of managerial or administrative experience, preferably in a public or nonprofit agency. Clear experience with strategic planning and logic model development and implementation preferred.

*This class description intends to identify the major duties and requirements of the job and should not be interpreted as all inclusive. Incumbents may be requested to perform job-related duties other than those outlined above and may be required to have specific job-related knowledge for successful job performance.*

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