



<b>Classification Title</b>	Strategic Business Manager	<b>Code</b>	167700
<b>Department</b>	Planning and Public Works	<b>FLSA</b>	Exempt
<b>Pay Range</b>	Executive 05	<b>Represented</b>	No

### GENERAL SUMMARY

The Strategic Business Manager is responsible for providing leadership for the department strategic planning, performance measurement systems, communications, emergency operations, lands asset management and standards. The position requires a thorough understanding of the department and the ability to carry out diverse responsibilities. This position is a member of the senior management team.

### SERIES CONCEPT

None

### ESSENTIAL DUTIES & PRIMARY RESPONSIBILITIES

*Essential functions are the basic job duties that an employee must be able to perform, with or without reasonable accommodation. This list of essential functions is intended to be representative of the duties performed within this classification. The omission of a function does not preclude management from assigning essential duties not listed if such duties relate to the position.*

- Develop and implement strategic goals for the department which align with the goals and objectives of the County.
- Develop and update department policies and procedures, recommend changes, and coordinate implementation.
- Plan and implement the disposition of department-owned lands including retaining, disposing, or transferring lands.
- Lead the national accreditation and continuous improvement efforts for the department.
- Ensure consistent interpretation of laws, rules, policies and procedures.
- In partnership with the Communication Department, develop, direct and approve internal and external communications and standards.
- Oversee, administer and provide workforce management leadership for department staff development and training, including emergency operations planning, and employee safety training.
- Represent the department and county at a wide variety of meetings.
- Serve as Department liaison for legislative and constituent services.
- Prepare and present oral and written materials.
- Coordinate with other County departments.
- Provide effective leadership to staff.
- Develop and monitor division budget.
- Establish and maintain effective working relationships with County officials, employees and the public.

### Other Job Functions

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- Perform other duties as required.



## MINIMUM QUALIFICATIONS

### Education and Experience

Bachelor's degree in planning, business administration or closely related field; and, Six (6) years of responsible work experience related to the position, including three (3) years of supervisory experience is required. Additional education and experience which clearly indicates the ability to perform the essential functions of the classification may substitute on a year for year basis.

### Licenses or Certifications

## OTHER JOB REQUIREMENTS

Must meet travel requirements and authorize and complete a background check prior to employment.

## PREFERRED QUALIFICATIONS

Master's degree and/or professional licensing or certification (e.g. Lean Six-Sigma green belt or higher) is desirable.

## SUPERVISION

This position reports to the Deputy Director of Planning and Public Works. The Strategic Business Manager provides direct and indirect supervision to staff.

## COMPETENCIES

### Knowledge of:

- Strategic planning, asset management and performance and accountability practices and methodologies.
- Laws and regulations pertaining to infrastructure and land use management.

### Skill in:

- Working with a variety of individuals from diverse backgrounds.

### Ability to:

- Utilize sound business and financial acumen.
- Supervise and evaluate the work of staff.
- Plan and establish goals and objectives.
- Monitor budgets.
- Be a strategic thinker.
- Make critical decisions involving large, complex technical and financial transactions.
- Read, interpret, apply and explain regulations, and policies.
- Effectively communicate, both orally and in writing.
- Speak with large groups, articulate department goals and projects.

## WORKING ENVIRONMENT/CONDITIONS

*The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*



Work is performed mostly in an office setting requiring sitting for prolonged periods of time. Occasional field work is required. The Strategic Business Manager will be required to travel throughout the local region and must be able to operate a personal computer and related office equipment.

Exposures	Frequency Working in Designated Environment
Individuals who are hostile or irate	Seldom or Never
Extreme cold ( <i>below 32 degrees</i> )	Seldom or Never
Extreme heat ( <i>above 100 degrees</i> )	Seldom or Never
Communicable diseases	Seldom or Never
Moving mechanical parts	Seldom or Never
Fumes or airborne/blood borne	Seldom or Never
Toxic or caustic chemicals or substances	Seldom or Never
Loud noises ( <i>85+ decibels such as heavy trucks, construction</i> )	Seldom or Never

#### PHYSICAL DEMANDS

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Works in an office environment, the position is generally sedentary. Employees sit most of the time but may walk or stand for brief periods of time. Periods of concentration are required. Work is subject to frequent interruptions.