

**CITY OF POMPANO BEACH
CLASS DESCRIPTION**

JOB CODE 212

STRATEGIC PERFORMANCE MANAGER

GENERAL

This is professional and administrative work conducting strategic planning, management studies and developing performance tracking methodologies for the Budget Office and the City Manager. Position coordinates efforts to enhance organizational performance and effectiveness.

An employee assigned to this classification is responsible for strategic planning elements, assisting departmental staff with the development of performance plans, continuous process improvement, business modeling, and organizational assessment.

Work is performed under the strategic direction of the City Manager and daily supervision by the Assistant to the City Manager for Budget and Strategic Planning. Work is reviewed through conferences, reports and observation of results achieved.

ESSENTIAL JOB FUNCTIONS

The examples as listed are descriptions of essential functions and are not necessarily all inclusive. The omission of an essential function of work does not preclude management from assigning duties not listed herein. Assigned duties, which are essential function of work not listed herein, are permissible if such functions are a logical assignment to the position.

- Assists in developing of long term strategic plans and annual operating performance plans and works with departmental staff to establish outcome goals and define clear program strategies for measuring performance for results and to create citizen-centered customer service measures.
- Assists departmental staff in developing performance measures, tracks outcomes of city programs, as well as developing efficiency and quality measures and metrics for day-to-day management decision making.
- Assists departmental staff in preparation of business plans and performance objectives aligned with the strategic plan and with clear performance measures and performance benchmarks.
- Works with departmental staff and teams to review programs and processes and to solve operational problems.
- Develops measures to manage performance data being collected to provide meaningful information to day-to-day managers and policy makers.
- Collects and analyzes information on how resources are managed, how they are acquired, how they are used.
- Conducts planning and implementation related to organizational performance and accomplishments.
- Plans, executes, and supervises assigned special projects.
- Performs related duties as assigned.

KNOWLEDGE, SKILLS, & ABILITIES

- Knowledge of organization theory, public administration, budgeting concepts and practices, contemporary management practices, practical concepts of organizational planning and performance, and strong capabilities to motivate and persuade individuals and groups to action.
- Knowledge of generally accepted accounting principles and generally accepted auditing standards.
- Knowledge of principles and practices of governmental accounting, governmental financial management, governmental budgeting, and service efforts and accomplishments.

- Knowledge of principles, practices, and techniques of performance, data processing, performance management concepts, methodology and implementation techniques, including balanced scorecard.
- Knowledge in developing/managing original research for business organizations including survey development, analysis of results into actionable forms, and presentation of research and results to executive audiences.
- Knowledge of high performance organizational principles.
- Knowledge of cost benefit analysis as applied to accounting and financial management.
- Knowledge of internal control tools and techniques.
- Knowledge of management techniques and the ability to apply them to create effective and efficient service.
- Ability to collect, compile, analyze and interpret data. Strong quantitative analysis capability including mastery of business statistical techniques.

MINIMUM QUALIFICATIONS

Bachelor's degree in Public Administration, Accounting, Business Administration, Economics or related field and five (5) years of progressively responsible experience in financial reporting structures, analytical review techniques or performance management implementation, strategic planning, or any equivalent combination of related training and experience. An MBA or MPA may substitute for one year of experience. Lean Six Sigma Black Belt certification is preferred. Selected candidate will be required to obtain the Lean Six Sigma Black Belt certification within 2 years of hire, if not already obtained. Local government experience and the ability to use mini tab statistical model is preferred.

A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal computer, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, pushing, and pulling. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus associated with the constant use of computer monitors. The noise level in the work environment is usually moderately quiet.

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.

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Bargaining Unit: Non-Bargaining

FLSA: Exempt

Classification: 33/50

Location: Budget Office

GERS: Regular Class