



Class Summary

The responsibilities of this classification include facilitating the development and administration of the strategic planning, communication, and budget forecasting for an agency. Incumbents coordinate the agency's long-term strategic business planning efforts to support the agency's services, programs, systems, and/or processes.

Distinguishing Characteristics

This is the first level in a two-level classification series. This classification is distinguished from the Strategic Planning Manager II classification in that incumbents in the Strategic Planning Manager I classification focus on coordinating strategic planning, line of business operational planning, communications, and marketing. Incumbents in the Strategic Planning Manager II manage strategic planning, oversee legislative priorities and agendas, and identify innovations in data collection, analysis and reporting to drive organizational performance improvement.

Examples of Duties

1. Coordinate the development of the agency's strategic plan with direction from agency-specific leadership, and incorporating input from other internal and external stakeholders.
2. Identify and recommend policy direction to agency-specific leadership necessary for the successful development, implementation, and administration of the division's strategic business plans.
3. Manage or lead projects related to agency strategic initiatives and ensure activities undertaken by the agency are managed responsibly and comply with all relevant laws, regulations, and County policies. Develop objectives timeframes, deliverables and assessment criteria. Report on project status, budget, schedules and other issues.
4. Coordinate the development of the agency-wide budget and forecasting and identify and recommend financial improvement opportunities for agency projects and/or for new business ventures in order to meet organizational commitments.
5. Develop strategies to improve operational efficiency and/or performance, including overseeing the development of operational plans which identify future operational resource requirements to ensure performance targets are met. Ensure a consistent agency-wide approach to operational planning.
6. Design media releases to shape public perception of organization and to increase awareness of its work and goals.
7. Participate as a core leadership team member and ensure consistency of activities with agency mission and goals; develop annual objectives, work priorities and work plans.
8. May supervise strategic business planning, communications, and/or budget staff. Participate in the development of the unit's annual budget and monitor expenditures.

Knowledge/Skills

Knowledge of strategic business planning techniques, principles and practices

Knowledge and skill in financial planning and quantitative performance analysis for a public agency with multiple and diverse services

Knowledge of project management techniques and principles

Knowledge of automated data analysis methods, models and systems

Skill in synthesizing information and making recommendations within and outside of established policies and procedures

Skills in supervising multidisciplinary staff

Skill in making timely and quality decisions

Ability to communicate effectively in person and in writing

Skill in working effectively with diverse individuals and populations

Ability to work on a number of projects/tasks simultaneously

Skill in working with a variety of individuals from diverse backgrounds

Ability to work independently and as a team member

Skill in using current office software programs including word processing, spreadsheet, database and email

Education and Experience Requirements

Bachelor's degree and experience in strategy development and/or operational planning; preferably within a service delivery environment or any combination of experience/education/training that provides the required knowledge, skills and abilities to perform the work.

Licensing, Certification and Other Requirements

Some licenses, certifications and other requirements determined to be necessary to meet the business needs of the employing unit may be required.

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| FLSA Designation | Exempt (Administrative) |
| Service Status | Career Service |
| EEO Code | 2 |
| Levels within same series | Strategic Planning Manager I Strategic Planning Manager II |
| Class History | 08/2015 Created |