



STAFFORD COUNTY
 Department of Human Resources
 Stafford, VA 22555-0339

<http://staffordcountyva.gov>

**Invites Applications for the Position of:
 STRATEGIC PLAN PROJECT MANAGER 02708**

An Equal Opportunity Employer

SALARY

\$34.37 - \$58.42 Hourly \$71,489.60 - \$121,513.60 Annually

OPEN DATE: 08/08/19

CLOSING: Continuous

THE POSITION

Performs professional and analytical work managing the priorities of the County's strategic plan as adopted by the Board of Supervisors. This position plays a critical role in the success of the County's performance management and strategic planning efforts through determining desired outcomes, collecting and analyzing data, and linking data to overarching priorities. This position also supports departmental strategic plans and work plans including the alignment of those plans to the Board's strategic plan.

Work is performed under the general supervision of a Deputy County Administrator.

*Project management training and/or certification is required.

EXAMPLES OF DUTIES

Assist with the management of complex and significant strategic planning projects, including the County's Strategic Plan and departmental business plans;
 Assist in consultations with organizational leaders, department directors, and key stakeholders on how best to measure success;
 Assist departments with the development, analysis, and use of performance measures and related reporting;
 Assist departments with the development of departmental business plan that are aligned with the Board's Strategic Plan;
 Assist with preparing, analyzing, reconciling, and translating performance measures, benchmarking, and related data (qualitative and quantitative) into strategic recommendations and action plans;
 Perform in-depth research and analysis, including the review of available datasets to analyze ways to enhance County operations and effectiveness;
 Manage the County's strategic planning software;
 Assist with the development and delivery of classroom training and small team coaching related to performance measures, strategic planning, strategic planning software and related management techniques;
 Assist with survey design and analysis of survey data;
 Perform a variety of complex, diverse, and advanced level professional and technical duties in support of the County's performance management and strategic planning efforts;
 Analyst may assist the Budget team with the County's budget process;
 Performs related tasks as required.

TYPICAL QUALIFICATIONS

Comprehensive knowledge of public administration, performance management, strategic planning, and local government financial and management concepts; comprehensive knowledge of project management and research principles and resources; skill in utilizing analytical and statistical concepts and tools particularly as it relates to performance metrics and data to identify areas for improvement and facilitate solutions; ability to synthesize complex ideas and communicate them in an understandable way to others, both written and orally; ability to conduct detailed analytical evaluations and studies, including conducting comprehensive research, and to prepare related reports and recommendations; ability to manage projects with multiple stakeholders and non-line authority; ability to manage multiple and shifting priorities; skill in resourcefulness and creativity; ability to work both independently and collaboratively as part of a team; skill in the use of personal computer and data processing equipment and programs; ability to establish and maintain effective working relationships with County officials, supervisors, employees, and the general public.

SUPPLEMENTAL INFORMATION Graduation from an accredited college or university with a Bachelor's Degree in public administration, public policy, data analytics, business administration, or closely related field is required. Master's Degree is preferred. Three to five years of experience in one of the following areas: performance management, program evaluation, strategic planning, data analytics, or budget administration.

*Project management training and/or certification is required.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://staffordcountyva.gov>

OR

P.O. Box 339,
Stafford, VA 22555-0339

EXAM #02708

STRATEGIC PLAN PROJECT MANAGER 02708

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Strategic Plan Project Manager 02708 Supplemental Questionnaire

- * 1. Describe how your education and experience has prepared you for this position.
- * 2. Describe specifically any experience you have had implementing and/or managing strategic plans, departmental work plans or business plans.
- * 3. What are your current certifications and trainings as they relate to project management?
- * 4. Describe your experience in developing and tracking performance metrics.
- * 5. What project management, strategic plan implementation and/or performance metric reporting software or other tools are you proficient in?

* Required Question