

OFFICE OF THE SHERIFF

Clay County, Florida

Darryl Daniels, Sheriff

“Selfless service for all.”

JOB NOTICE

Date: October 23, 2019
Position: Strategic Planning Manager
Reports To: Senior Executive
Starting Salary: \$72,933 – paygrade 23
Deadline to Apply: Until Filled

Specific duties may include, but are not limited to:

- Oversee the members of the Strategic Planning Section, to include Planning and Research, Continuous Improvement, and Special Projects
- Oversee and manage large agency projects that cross multiple departments (Create project timelines and budgets, establish business requirements)
- Work with Command Staff to direct the planning of long range goals
- Incorporate budgeting into agency planning practices
- Make agency recommendations based on trends, expansion opportunities, and external threats
- Track and analyze key agency metrics to evaluate the agency’s internal performance and efficiency
- Oversee grant research, application preparation and submission

Minimum qualifications:

Bachelor’s degree in Business Administration with 5 years of strategic planning and/or project management experience and 5-7 years in a supervisory role. Preferably certified in Lean Six Sigma or project management.

If you are interested in this position, please submit your completed application and resume to apply@claysheriff.com by the deadline date.