Sarasota County

SARASOTA COUNTY GOVERNMENT
CAREER TRACK

COMMUNITY AND EMPLOYEE EDUCATOR

SUB-CLASS CODE; W/C Code: See Below
EEO Code: 02
FLSA: Exempt
PAY BAND: Professional/Technical

MAJOR FUNCTION(S) - This is Professional level work planning, coordinating, implementing and facilitating community and internal events. Work includes developing and sustaining internal and external partnerships as well as educating citizens, community groups, businesses and internal staff.

Primary Purpose		
Professional, Tier I Pay Grade 9931; See Addendum below for Sub-Class & W/C details	**Professional, Tier II** Pay Grade 9932; See Addendum below for Sub-Class & W/C details	**Professional, Tier III** Pay Grade 9933; See Addendum below for Sub-Class & W/C details
Work is typically community related. In general, work assignments include, but are not limited to: ▪ Coordinates/facilitates community and enterprise training sessions, events, meetings, and/or workshops ▪ Organizes, implements and evaluates educational programs and activities ▪ Creates/assembles training materials ▪ Acts as the liaison to vendors, businesses, SCG leadership and staff ▪ Works to build positive relationships and develop shared responsibilities ▪ Advises/interprets local, state and federal regulations for citizens ▪ Processes grant applications ▪ Establishes and maintains effective system for community information, contacts, list serves, etc. ▪ Provides problem resolutions ▪ Educates staff on Advisory Board liaison policies ▪ Coordinates advisory board orientations ▪ Prepares/maintains reports and records ▪ Stays informed on legislation issues ▪ Serves as a resource and provides assistance to SCG staff and citizens ▪ Facilitates/participates on committees ▪ Provides 1-to-1customer training ▪ Identifies and documents system deficiencies and recommends solutions ▪ Develops and maintains procedures for volunteer activities ▪ Provides leadership/direction to volunteer staff	**Work is typically community/education related and involves small to mid-size projects. Assignments generally include, but are not limited to:** ▪ Plans, designs, implements and monitors educational programs, projects and/or workshops ▪ Facilitates educational programs and/or data-based team learning activities ▪ Builds relationships and coordinates communication between SCG and community groups and business units ▪ Consults/partners with leaders and staff in areas of Organizational and Employee Development ▪ Provides consulting, designing and tracking for e-learning initiatives ▪ Conducts and analyzes assessment data, interprets results, and creates and implements interventions ▪ Determines project goals and monitors outcomes ▪ Prepares and delivers presentations to community groups and internal staff ▪ Prepares, writes, reviews and administers grant programs ▪ Applies for and manages grants ▪ Seeks and obtains sponsors and alternative funding resources ▪ Acts as the liaison to vendors, businesses and SCG Leadership ▪ Promotes public awareness through media initiatives ▪ Researches information on best practices and trends; brainstorms alternative approaches	**Work is typically community/education related and involves larger and more complex projects. Assignments generally include, but are not limited to:** ▪ Provides leadership, management and coordination of learning and development programs ▪ Designs, develops, implements and administers enterprise-wide and/or community education programs ▪ Establishes educational goals, objectives, and performance measures ▪ Conducts gap analysis and analyzes data ▪ Reviews, evaluates and enhances programs as needed ▪ Develops and conducts assessments and interventions ▪ Prepares reports and tracks metrics ▪ Consults with management and community groups regarding strategic development needs and resources ▪ Designs/implements assessment tools ▪ Prepares /delivers presentations to executive team and community groups ▪ Designs meetings using adult education principles ▪ Prepares and manages a budget ▪ Develops and implements program policies and procedures ▪ Adept at conflict resolution, crisis intervention and consensus building ▪ Provides coaching and mentoring ▪ Leads the effort in performance improvement strategies
Level two includes the ability to perform level one duties		

Core Competencies (Knowledge, Skills and Abilities)

Professional, Tier I	Professional, Tier II	Professional, Tier III
Communication Skills		
▪ Ability to communicate effectively verbally and in writing ▪ Ability to plan and facilitate trainings and meetings ▪ Ability to listen, clarify and respond to questions ▪ Ability to organize and present information ▪ Ability to address situations/issues professionally and tactfully ▪ Ability to establish and maintain internal and external relations ▪ Ability to use sound/independent judgment ▪ Ability to represent the County in a positive light ▪ Ability to communicate in non-technical terms	▪ Ability to present and speak to public and internal groups ▪ Ability to develop and deploy effective communication strategies ▪ Ability to incorporate and design diverse, creative learning techniques ▪ Ability to develop and maintain strong internal and external relationships ▪ Ability to respond to non-routine issues ▪ Ability to promote collaborative learning ▪ Ability to produce clear written documentation for technical and non-technical audiences. ▪ Ability to educate internal and external groups	▪ Skilled in public speaking, politically savvy ▪ Ability to build strong and sustained internal and community partnerships ▪ Adept at multiple communication and training methods ▪ Ability to utilize adult learning principles in instructional design ▪ Ability to respond to sensitive, controversial issues ▪ Ability to produce clear written documentation for technical and non-technical audiences ▪ Ability to coach, mentor and develop support staff ▪ Ability to identify potential areas of improvement ▪ Ability to understand and clarify the needs of users, customers and stakeholders ▪ Ability to bridge communication gaps
All levels require ability to establish and maintain effective working relationships.		
Technical Skills		
▪ Ability to prepare and coordinate educational materials ▪ Knowledge of research techniques/methods of data collection. ▪ Ability to interpret and apply principles, policies, practices and legal regulations ▪ Ability to create/generate reports ▪ Ability to design e-learning and web classes ▪ Ability to prioritize and organize workload ▪ Knowledge of compliance regulations ▪ Proficient in Outlook, Word, Excel, Publisher, PowerPoint ▪ Ability to learn new technology software	▪ Knowledge of public administration principles/practices ▪ Ability to develop and ensure compliance of principles, policies and practices. ▪ Ability to design and prepare educational materials ▪ Ability to prepare, write and administer grant program ▪ Ability to anticipate/overcome barriers ▪ Ability to establish and meet objectives, goals and timelines ▪ Ability to develop schedules and assign work assignments ▪ Ability to demonstrate excellent time management skills ▪ Ability to respond to policy, legal or regulatory issues ▪ Ability to become adept on new software	▪ Ability to design and facilitate different learning styles ▪ Ability to measure the effectiveness and value of training programs ▪ Ability to conduct gap analysis ▪ Ability to demonstrate excellent time management skills ▪ Ability to conduct gap analysis ▪ Ability to handle sensitive and volatile situations ▪ Proficient in responding to policy, legal or regulatory issues ▪ Ability to apply practices and principals of business analysis, business process improvement, and project coordination ▪ Ability to be proficient on new software
Budget/Fiscal Skills		
▪ Ability to monitor grant funding ▪ Ability to collect and report out financial data ▪ Knowledge and understanding of program budget	▪ Ability to monitor and manage program/project dollars ▪ Ability to conduct financial analysis ▪ Ability to analyze budget issues ▪ Ability to assist with business plans and budget	▪ Ability to create and manage a budget ▪ Ability to apply return on investment and cost benefit analysis ▪ Ability to identify and implement cost saving ideas ▪ Ability to enter data into GovMax

Minimum Qualifications		
Professional, Tier I	Professional, Tier II	Professional, Tier III
▪ Associates degree in Education, Communications, Planning or related field based on teaching topic ▪ 2 years of experience ▪ BA degree from an accredited college or university is preferred in Communications, Education, Planning or related field based on teaching topic ▪ Related community event/activities planning on a year-for-year basis may substitute for the required education	▪ BA degree from an accredited college or university in Education, Communications, Planning or related field based on teaching topic ▪ 3 years related experience ▪ A Master's degree from and accredited college/university in the above fields may substitute for one year of experience. ▪ Year for year experience may be substituted for the college degree	▪ BA degree from an accredited college or university in Education, Communications, Planning or related field based on teaching topic ▪ 5 years related experience ▪ Master's degree from and accredited college or university in Education, Organizational Development, Communications, Planning or related field is preferred and may substitute for one year of experience. ▪ Some supervisory experience may be required ▪ Year for year experience may be substituted for the college degree
NOTE: 30 college credits are considered equivalent to one year of college.		

NOTE: Employees that acquire the skills and minimum qualifications for the next level will be able to apply for promotional opportunities. Employees will not automatically be upgraded to the next level. Reclassifying a position is based on business need and financial impact and not based solely on the incumbent.

APPROVED BY:

Chris Louria, Chief Human Resources Officer

DATE: 6/24/20

History: 10/15/19; 11/19/13; 2/23/13; 6/22/11

Title & WC Addendum

Sub-Class	Title	FLSA	PG	WC	EEO	Retirement
038615	Community and Employee Professional I	E	9931	8810	02	Regular
038616	Community and Employee Professional II	E	9932	8810	02	Regular
038617	Community and Employee Professional III	E	9933	8810	02	Regular
038618	Community and Employee Professional I - Extension	E	9931	**8868**	02	Regular
038619	Community and Employee Professional II - Extension	E	9932	**8868**	02	Regular
038620	Community and Employee Professional III - Extension	E	9933	**8868**	02	Regular