



SUCCESSION PLANNING PROGRAM POSITION EVALUATION FORM

INSTRUCTIONS TO DEPARTMENT DIRECTORS: *Please complete a Position Evaluation Form for each position in your department for which a succession plan is to be developed. With input from the incumbent and other key staff, indicate the competencies that a successor must possess in order to function effectively in the position. Please feel free to attach additional sheets if needed.*

Title of Position Library Budget & Procurement Coordinator		Reports to (Title) Assistant Director	
Name of Incumbent		Grade 6	Exec. Benefits N/A
Department Miami-Dade Public Library System		Division Capital Const & Fiscal Oper.	
Comments Occ Code (7158); Exempt			

Will the position continue to exist after the departure of the incumbent?..... Yes No
 If yes, when do you anticipate the position will become vacant?.....Date: (mm/year): 10/12

MINIMUM QUALIFICATIONS: *Please list the minimum qualifications required for this position.*

Bachelor's degree in Business Administration, Public Administration or related field. A minimum of three to six years of professional experience developing and monitoring budgets, fiscal and management analysis and procurement in a private or public organization is required. Additional experience in a related field may substitute for the required education.

TECHNICAL COMPETENCIES: *Please list the key technical competencies/requirements needed for this position (e.g., knowledge of GASB statement no. 34, integrated marketing experience, knowledge of County geography, general contractor designation). Again, please attach additional sheets as needed.*

Knowledge of Budget and Financial Databases.	Knowledge of Procurement Databases.
Extensive knowledge of Administrative Orders as related to Finance & Procurement and Cash Management.	Knowledge of the County regulations and ordinances pertaining to the purchases of commodities and services.
Knowledge of County budgetary processes and related legal procedural requirements.	
Knowledge of departmental operating and capital budget preparation, analysis, monitoring and reporting.	

GENERAL COMPETENCIES: *Please indicate key knowledge, skills, experiences and abilities needed for the position above and beyond the minimum job qualifications. Add additional competencies as necessary. If a competency applies, please rate*

1 = Somewhat Necessary 2 = Necessary 3 = Very Necessary 4 = Absolutely Essential

COMPETENCY	RATING	COMPETENCY	RATING	COMPETENCY	RATING
Adaptability	4	Developing Others	4	Political Savvy	4
Business Acumen & Entrepreneurship	4	Diversity Awareness & Management	4	Problem Solving & Technical Credibility	4
Communication	4	Ethics, Integrity, & Honesty	4	Service Motivation & External Awareness	4
Continual Learning	4	Influencing & Negotiating	4	Strategic Thinking	4
Customer Service	4	Performance Management & Results-Orientation	4	Teamwork & Group Leadership	4
Decisiveness	4				