MIAMI-DADE

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	Reports to (Title)		
Exec Dir Domestic Violence Oversight Board	Director, Office Of Community Advoc		
Name of Incumbent		Grade	Exec. Benefits
		6	N/A
Department	Division		
212	02		
Comments			

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):

06/2012

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

Bachelor's degree. A minimum of three to five years of experience in public sector operations with policy-making boards and/or community based service providers is required.

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.*

Financial management

Fiscal operations

Planning

Evaluating and monitoring

Management of diversified activities

Implementation of board policy decisions

Preparation of reports for the DVOB chairperson & BCC

Serves as liaison with relevant state, county, federal, & non-profit agencies

Knowledge of community needs/concerns regarding domestic violence issues.

Familiar with Miami-Dade's diverse community and service needs.

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 the necessity by using the following scale:*

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

COMPETENCY	RATING	COMPETENCY	RATING	COMPETENCY	RATING
Adaptability	4	Developing Others	3	Political Savvy	4
Business Acumen & Entrepreneurship	3	Diversity Awareness & Management	4	Problem Solving & Technical Credibility	3
Communication	4	Ethics, Integrity, & Honesty	4	Service Motivation & External Awareness	4
Continual Learning	4	Influencing & Negotiating	3	Strategic Thinking	3
Customer Service	4	Performance Management & Results-Orientation	4	Teamwork & Group Leadership	4
Decisiveness	4				

Completed by:
Vaughn Tooley

Date
1/16/2009

Please forward your completed form to the Compensation Section, Human Resources Department, for review and approval. Forms can be sent via fax to (305) 375-5768, via email to spcompensation@miamidade.gov, or via interoffice mail to 111 NW 1st Street, 20th Floor, Suite 2020. For assistance in completing this form, please call the Compensation Section at (305) 375-3774. Thank you.

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