



## 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 Director, Government Information Center		Reports to (Title) County Manager	
Name of Incumbent		Grade 13	Exec. Benefits E1
Department Government Information Center		Division Administration	
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): 10/2012

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

Bachelor's degree in Public Administration, Communication, Business, Computer Science or related field. Seven to ten years of progressive management experience to include the effective application of information technology solutions to improve operations, customer service, communications and marketing.

**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.*

Marketing, advertising and communications	Ability to effectively communicate both orally and in writing to elected officials and senior executives as well as large groups
Internet/online services - web page design and development	Strategic thinking and creative problem solving
Understanding of the technologies that support the Government Information Center, such as internet, call center, TV station	Ability to manage a large scale customer service operation, including extended hours and days, as well as 24/7 support to emergency operations
Ability to lead creative development teams	Ability to manage large scale projects in terms of budget, deliverables and timelines
Knowledge of the full scope of administrative functions that support a department: budgeting, personnel, procurement, legislation, etc	Complete understanding of county policies and procedures

**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	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-Oriented	4	Teamwork & Group Leadership	4
Decisiveness	4				

Completed by:

Zp

Date

1/6/2009

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](mailto: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.