

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

POLICY & CONTRACT SPECIALIST

SALARY SCHEDULE: SSP – 13X

COST CENTER: COMMUNICATION AND COMMUNITY RELATIONS: (9075)

QUALIFICATIONS:

- (1) Bachelor’s Degree or equivalent experience in public policy, business administration, English, or related field preferred.
- (2) Two (2) years full-time experience business administration, government, or a related business field.
- (3) Project management experience, proven ability to comprehend and disseminate information.
- (4) Preferred Experience: Paralegal, public schools or government agencies.

KNOWLEDGE, SKILLS, AND ABILITIES:

- (1) Excellent verbal, written and interpersonal communication skills.
- (2) Familiarity with current tracking software (Excel, Smartsheet)
- (3) Ability to recognize, analyze and solve problems independently and collaboratively.
- (4) Ability to advise and train staff in the effective use of electronic communications tools.
- (5) Proficient with MS Office and other data entry software

REPORTS TO:

Chief Communications Officer / Director of Communications

JOB GOAL

To effectively support and manage policy development, revisions, and implementation of policy changes for Sarasota County Schools (SCS). This role understands and articulates key policy issues and their relationship to the operations of the district. In addition, this role tracks external inner-agency agreements expiration / renewal dates with departmental leads and facilitates the approval process. This role displays professionalism, strong initiative, willingness, and ability to solve challenges.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Gathers, organizes, and disseminates relevant, timely policy information to SCS department leads
- * (2) Reviews existing policies in relationship to any districtwide policy changes or additions proposed. Facilitates new policy content through the appropriate review and approval process.
- * (3) Partners with the legal team and SCS department leads in developing policy support documents, such as releases, agreements, and schedules in support of policies.
- * (4) Demonstrate ability to articulate complicated policy and operational issues to internal and external audiences.
- * (5) Monitors rule development from FLDOE and notifies department leads of anticipated changes and deadlines.
- * (6) Collaborates with department leads in developing and deploying communication plans for all policy changes or new policies.
- * (7) Research policy issues, including operational, technological, financial and people impacts.

- * (8) Supports change management plans that support new or revised policies when needed, such as training development or other resources.
- * (9) Ensures policies adhere to district templates.
- * (10) Consistently demonstrate initiative as well as problem-solving, critical thinking and leadership skills.
- * (11) Create and maintain accurate, well-organized physical and digital contract files.
- * (12) Create database for renewal dates for inner-agency contracts, subcontracts, modifications to internal managers.
- (13) Performs other related duties as assigned.

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the district's approved compensation plan.
Length of work year and hours of employment shall be those established by the district.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

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* Essential Performance Responsibilities