

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 1118

TITLE: DIRECTOR – OFFICE OF PUBLIC PRIVATE PARTNERSHIPS

GRADE: E-08

DEFINITION:

Under the direction of the County Executive, oversees planning, policy, management and administrative duties as the Director of the Office of Public Private Partnerships. Plans, organizes and administers Public Private Partnerships for all County agencies, including ancillary agencies, and performs other related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

This class is exempt from the County's merit system under Article 4, Subsection 15.2-821 of the Code of Virginia and Section 3-1-2(b)(1) of the Merit System Ordinance.

ILLUSTRATIVE DUTIES:

Manages the resources and supervises the personnel of the Office of Public Private Partnerships;

Serves as liaison between the Office of Public Private Partnerships, senior management, the Board of Supervisors, business and education leaders, community-based organizations and citizens;

Serves as a resource to public, private or community organizations on issues related to partnership development;

Develops and implements policies and procedures for the administration of the Office of Public Private Partnerships;

Ensures development and implementation of public-private partnerships to meet the needs of the citizens, and oversees contractual services;

Serves as a leader in building consensus and ensuring collaborative and cooperative efforts from all parties with an interest in partnership development;

Leads strategic planning and development of goals, policies, programs, and outcome measurements for the Office of Public Private Partnerships;

Acts as a mentor and catalyst to the professional staff of the Office of Public Private Partnerships:

Develops and presents customized training for staff or other interested parties;

Establishes and maintains effective working relationships and liaison with the County Executive, other County agencies, the Federal government, State agencies, private establishments and civic and community groups in the development of Public Private partnerships;

Speaks to business, community and civic groups on the activities, goals, and services of the Office of public /private partnerships;

Advises the Board of Supervisors and local government officials on issues under the purview of the Office of Public Private Partnerships.

CLASS CODE: 1118

TITLE: DIRECTOR – OFFICE OF PUBLIC PRIVATE PARTNERSHIPS

GRADE: E-08

Page 2

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the general principles and policies of public administration and budgeting;

Ability to convene organizations and develop strategies to form high performing partnerships;

Ability to lead and coach staff in technical analyses, project management, and training activities;

Ability to communicate and build working partnerships with a wide range of management levels and community groups;

Knowledge of the principles and practices of public administration (including personnel, budgeting, accounting, and management analysis) and the ability to apply them;

Ability to solve problems and resolve conflicts;

Ability to analyze data and draw sound conclusions;

Ability to develop and implement departmental goals and objectives;

Ability to effectively coordinate and implement departmental changes;

Ability to effectively manage, train and motivate employees;

Ability to plan, direct and coordinate the work of a small staff;

Ability to provide effective leadership;

Ability to communicate clearly and concisely, orally and in writing;

Ability to develop and maintain effective working relationships with subordinates, coworkers, County officials, public and private sector organizations, community groups, and the public.

EMPLOYMENT STANDARDS:

Any combination of education, experience, and training equivalent to the following:

Graduation from an accredited four-year college or university with a bachelor's degree in public administration or a related area; PLUS seven years of progressively responsible work in management or public administration, with related experience in developing and administering public private partnerships.

EXEMPT CODE CHANGE:	June 2009
RETITLED:	August 27, 2008
REGRADED/RETITLED:	June 24, 2008