



Clerk of Circuit Court & Comptroller Okaloosa County

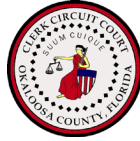
Job Description Business Analyst Director

Job Specifications			
Classification:	Exempt	Department:	Operations
Supervisor:	Chief Deputy of Operations	Location:	Crestview
Salary Range:	E-12	Schedule:	Monday - Friday 8am - 5pm
Revision Date:	October 16, 2023	Revised By:	Chelsea Law

JOB SUMMARY: Responsible for planning, coordinating, implementing and managing organizational projects and initiatives. This position exercises considerable initiative and independent judgement and is responsible for professional and administrative work involving organizational projects. This position is also responsible for creating, planning, and ensuring timely completion of projects, interacting with users and vendors and troubleshooting problems. This position is responsible for recommending appropriate personnel to complete projects, as well as the necessary budget impacts for the implemented initiatives.

ESSENTIAL DUTIES AND RESPONSIBILITIES: The duties and responsibilities of this position include, but are not limited to:

- Supports Operations Directors and Management with project planning and implementation; monitors status of projects in relation to projected timetable; estimates timetable and provides project status updates to management.
- Prioritizes, coordinates, assigns, and monitors projects; provides input and business expertise.
- Prioritizes and coordinates projects including cross-functional projects; actively participates and/or leads team in the accurate and timely completion of tasks and assignments.
- Works collaboratively with Operations, IT and leadership team to plan and coordinate project objectives deliverable and timeline; tracks project milestones and deliverables; identifies and mitigates risks.
- Plans and participates in organizational projects and initiatives; presents information at department, interdepartmental, management, and professional meetings; facilitates effective communication between all interested parties.
- Attends all project meetings, takes meeting minutes and distributes minutes to all stakeholders.



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- Consults and communicates with Court Operations management, outside agency personnel, and other individuals to exchange information provide technical expertise identify and troubleshoot problems or give/receive advice/direction.
- Develops and maintains written policies, procedures, checklists and necessary documentation relating to business analysis function.
- Reviews change and enhancement requests and works with stakeholders to determine and assign priorities.

QUALIFICATION AND REQUIREMENTS:

- Bachelor's degree in business management or related field. Will substitute 4 years of relevant experience in lieu of degree.
- Strong written and oral communication skills, supervisory or leadership experience.
- Experience and working knowledge of Court Management Systems preferred.
- Graduate of the Certified Public Manager (CPM) program or the ability to successfully complete the program as soon as practicable.
- Ability to plan, organize, and supervise the work of others.
- A valid driver's license is required.

ESSENTIAL PHYSICAL SKILLS AND WORK ENVIRONMENT

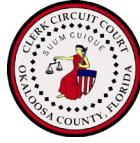
- Walking, standing, or sitting for extended periods of time at a computer terminal.
- Professional and appropriate behavior for an office environment.
- May require stooping and bending.
- Must be able to lift 15 lbs.

ADA COMPLIANCE:

The Okaloosa County Clerk of Courts is an Equal Opportunity Employer. ADA requires the Clerk of the Court to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

Employee Acknowledgement:

I have read this job description and I fully understand all my job duties and responsibilities as outlined, with or without reasonable accommodation. I understand that my job duties and responsibilities may change on a temporary or regular basis according to the needs of my location or department and if so, I will be required to perform such additional duties and responsibilities.



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If I have any questions about job duties not specified on this description that I am asked to perform, I should discuss them with my immediate supervisor or a member of the HR staff.