



## **CCC Project Planning & Compliance Officer**

**Category:** Exempt  
**Pay Grade:** 150  
**Job Code:** 18878

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

### **JOB SUMMARY**

Performs professional project planning and compliance work involving complex field and/or office work of an advanced nature. Assignments and projects involve working with information technology, business/administrative systems or any other formally defined work segment, operation or project initiative. Work assignments involve collaboration with Clerk of the Circuit Court (CCC) staff to define business and/or technical requirements for project initiatives. The incumbent works on assignments with a degree of independence yet coordinates project tasks with business units and other agencies as needed. The incumbent must possess advanced knowledge of the assigned areas of responsibility to ensure legal and best practice compliance standards are being met in all Clerk business activities. The incumbent in conjunction with Clerk business and technology departments, coordinates and monitors assignments and/or projects as directed by the Appointing Authority or director level leadership team. The incumbent ensures targets and requirements are met and assignments are delivered on schedule. Duties may involve monitoring and coordinating all aspects of assigned projects, programs or tasks with staff, consultants, municipalities, public agencies and private contractors. The incumbent ensures management and employees are in compliance when implementing projects or new business processes. The incumbent reports to the senior executive director or designee.

### **ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)**

- Initiates, plans, coordinates, and oversee assignments and projects;
- Ensures compliance issues/concerns within the organization are monitored and addressed, specifically in the areas of new laws/administrative orders, best practices, security matrix, ADA requirements, records redaction and Clerk website records information;
- Researches and gathers required data to evaluate objectives, goals, and scope of project specifications;
- Evaluates and coordinates work tasks and projects as assigned, including the planning and operational phases that may include design, development, implementation, and post go-live monitoring activities;
- Estimates time frames, identifies sources and quantity of resources required to successfully implement assignments, projects and activities as directed;
- Oversees projects, creates reports and communicates progress to executive leadership;
- Identifies potential areas of compliance vulnerability and risk to Clerk and director staff;
- Examines and collaborates on the implementation of new or changed laws, statues and rules;
- Ensures project progress is on schedule, addresses any delays and resolves problems in a timely manner;
- Evaluates and inspects progress on assigned subject matter area of responsibility, monitors progress and reports to director level leadership team;
- Analyzes results, monitors progress, evaluates changes and implements change management;
- Acts as an independent review and evaluation body to ensure that compliance issues/concerns within the organization are being addressed in the areas specified by the director level leadership team;
- Identifies potential areas to ensure compliance and recommends oversight audits as needed;

- Reviews and oversees implementation of Best Practice methodology as identified by Florida Association of Clerks and Comptrollers;
- Assignments may involve traveling and working at multiple locations;
- Performs other related job duties as assigned.

### **QUALIFICATIONS**

#### **Education and Experience:**

Eight (8) years of technical and professional level experience in the assigned subject matter area of responsibility that includes supervisor experience, team leadership or supervisory training, or Bachelor's degree in Information Technology, Project Management or related field and four (4) years' experience as described above; or Master's degree and two (2) years' experience as described above; or an equivalent combination of education, training and/or experience.

#### **Special Qualifications (May be required depending on area of assignment):**

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

#### **Knowledge, Skills and Abilities:**

- Knowledge of the laws, rules and regulations governing court and operational services work;
- Knowledge of technical resources for project documentation, tracking and control processes;
- Knowledge of principles and procedures of project management;
- Skill at identifying, analyzing and isolating problems and problem resolution;
- Skill in the advanced operation of personal computer and other automated systems to enter and retrieve information, monitor work performed, and effectively communicate information in reports or other means;
- Ability to monitor progress on subject matter assignments, special projects, services, operations, construction or other activities in accordance with established requirements and schedules;
- Ability to manage computer applications and software;
- Ability to manage and organize major projects and programs;
- Ability to lead or participate in cross-functional project teams;
- Ability to facilitate teams and bring the teams to consensus;
- Ability to examine and evaluate best practices of other Clerk's offices, governments, agencies or private sector organizations for potential departmental process improvements;
- Ability to develop and establish appropriate communications and manage a proactive approach to disseminate information to all levels of Clerk employees;
- Ability to coordinate, lead, and oversee work completed or performed by others;
- Ability to coordinate and resolve issues arising from project delays;
- Ability to apply interpersonal skills, communication channels, team building, facilitation, networking and negotiations in scope of duties.

### **PHYSICAL/MENTAL DEMANDS**

The work is light work which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. Additionally, the following physical abilities are required:

- Balancing: Maintaining body equilibrium to prevent falling while walking, standing or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Grasping: Applying pressure to an object with the fingers and palm.
- Handling: Picking, holding, or otherwise working, primarily with the whole hand.

- Hearing: Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Mental acuity: Ability to make rational decisions through sound logic and deductive processes.
- Reaching: Extending hand(s) and arm(s) in any direction.
- Repetitive motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Speaking: Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
- Talking: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Visual acuity: Have close visual acuity such as color differentiation, depth perception, and adequate field vision.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

### **WORKING CONDITIONS**

Work is typically performed in a dynamic environment that requires sensitivity to changing goals, priorities, and needs.