

## **Senior Performance Manager**

### **Definition:**

Responsible for directing and supervising the staff of the Performance Management Division which is responsible for overseeing the strategic planning and performance management programs of all government agencies and departments. The Senior Performance Manager will actively assist with the creation of key performance indicators that will drive the Territory's performance-based budgeting. Work is performed under the supervision of the Deputy Director or the Director. There will be high touchpoints of a confidential and sensitive nature regarding staff and fiscal detail specifically for the Director's knowledge and handling. This is an exempt position.

### **Duties (Not all inclusive):**

- Supervision of all Performance Management Division staff
- Analysis of key performance indicators to produce strategic plans, goals, and evaluations
- Coordinate the training and implementation of performance-based budgeting for departments within the Government of the Virgin Islands
- Site visits to the agencies to develop relationships, conduct meetings, trainings and on-going support
- Drive performance and mission accomplishments for agency-specific best practices
- Tracks progress against targets; deliver timely status reports
- Utilization of the findings of the SEFA and Single Audit to develop programs and strategies to address and reduce the number of findings annually
- Submit monthly reports on programs assigned to the Performance Management Division for review and analysis, including drafting correspondence for the Director's signature or the Governor's signature and reports of meetings attended, site visits made, and research conducted.
- Prepare written and visual presentations for the Director and accompany the Director to legislative hearings or meetings to which testimony and/or participation is necessary.
- Represent the Director at meetings and conferences
- Develop, maintain, and update database of performance metrics and patterns for use in the budget process
- Apply the testing of outcomes, quality improvement and methodologies for post-performance analysis
- Ability to perform other duties as required

### **Minimum Qualifications:**

- Master's degree preferably in Public or Business Administration, Accounting, Finance, or a related field from an accredited college or university

- Minimum three years professional experience in Performance Management, Business Administration, Accounting, Auditing, Management, Finance, Economics, or a related field
- Command of strategic planning and project management tools and strategies
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Access, and Outlook), e-business strategies and enhanced financial reporting techniques to improve business performance
- Strong problem solving and team building skills
- Demonstrated supervisory experience and staff development experience
- Strong oral and written communication skills
- Ability to effectively network with senior management internally and externally