



City of Tempe

STRATEGIC MANAGEMENT & INNOVATION DIRECTOR

JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	613	<i>Department / Office:</i>	Strategic Management & Innovation
<i>Supervision Level:</i>	Director	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Unclassified**	<i>Market Group:</i>	Strategic Management & Innovation Director
<i>Safety Sensitive / Drug Screen</i>	No	<i>Physical:</i>	No

Click [here](#) for more job classification information including current salary range.

****This classification is unclassified, which means the employee or the City can terminate the employment relationship at any time, for any or no reason, with or without cause or notice**

REPORTING RELATIONSHIPS

Receives administrative direction from the Chief Deputy City Manager.

Exercises direct supervision over Strategic Initiatives Manager, professional, technical, and clerical personnel.

MINIMUM QUALIFICATIONS

<i>Experience:</i>	Eight (8) years of public sector management experience in at least one (1) of the areas listed below, including three (3) years of supervisory responsibility directly related to the core functions of this position. <ul style="list-style-type: none"> Organizational Performance Management Strategic Planning Organizational Development Innovation
<i>Education:</i>	Bachelor's degree from an accredited college or university with major course work in business administration, public administration, strategic leadership, organizational development or degree related to the core functions of this position. A master's degree is preferred.

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. Responsible for the direction of citywide strategic management and innovation initiatives and the day to day operations of the Office of Strategic Management and Innovation. To coordinate assigned activities with other City departments and outside agencies and to provide highly responsible, complex administrative support to City management staff and the City Council.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Administer, plan, and direct the activities of the Office of Strategic Management and Innovation.
- Oversee the citywide strategic plan that advances the City Council Strategic Priorities, including the alignment and reporting of performance measurement program.
- Direct and oversee the department's work plan; assign work activities, projects and programs; monitor workflow; review and evaluate work products, methods and procedures.
- Assist in developing and promoting effective communications and a solid relationship with the general public, City Council, City Manager, boards and commissions, various employee groups, other City departments and other government entities.
- Maintain an understanding of the needs and changing priorities of other City Departments and Divisions through ongoing interaction with customers and Departmental staff
- Analyze, develop, and present recommendations to the City Manager, Deputy City Managers, and/or City Council as necessary.
- Provide leadership on strategic planning/projects, innovation and initiatives through management and preparation/delivery of oral and written reports to Council, boards, commissions, citizen groups and City staff.
- Administer and direct comprehensive programs; formulate and recommend policies, regulations, and practices for carrying out the program; consult with and advise the City staff to coordinate the various phases of the policies, practices, ordinances, and resolutions.
- Direct and participate in meetings with vendors, contractors, and consultants regarding the administration of work and/or contracts.
- Work closely with community leaders and stakeholders in advancing Council Priorities and special projects; build community partnerships to achieve Council Priorities and performance measure outcomes.
- Provide continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality customer service.
- Facilitate the resolution of employee relation issues as well as represent the City in matters of concern to associations representing City employees.
- Advise and assist the City Manager, department management, and employees in a variety of work-related matters including the interpretation and application of policies and processes.
- Coordinate activities with those of other City departments and outside agencies and organizations; prepare and present staff reports and other necessary correspondence.

- Provide leadership and direction in planning and prioritizing strategic and innovation initiatives and upholding the City's stated mission and values.
- Provide leadership for the city's strategy aimed at making city data understandable and actionable to improve the routine use, application of data to solve problems and monitor performance; serve as Co-Chair of the Data Governance Committee (DGC); collaborate in maintaining the City's What Works Cities certifications.
- Serve as Co-Chair of the Technology and Innovation Steering Committee (TISC).
- Represent the city on regional and national coalitions.
- Supervise and participate in the development and administration of the department budget; direct the forecast of additional funds needed for staffing, equipment materials, and supplies; monitor and approve expenditures; and implement midyear adjustments.
- Lead the City Manager's initiative to provide focused learning experiences and resources to improve performance and maximize leadership in the workplace.
- Select, train, motivate and evaluate personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
- Provide pro-active performance planning utilizing performance management tools.
- Perform related duties as assigned.

COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision

For more information about the City of Tempe's competencies for all classifications:

[City of Tempe, AZ : Competencies](#)

JOB DESCRIPTION HISTORY

Effective December 2022