

CHIEF INNOVATION OFFICER

JOB DESCRIPTION

Classification Responsibilities: A Chief Innovation Officer is responsible for assisting the City Manager and Assistant City Manager in finding innovative and creative solutions to operational issues and championing new and existing initiatives that streamline operations, enhance performance, and improve customer service across the organization. There is a strong focus on identifying, creating, and implementing technology-based solutions Citywide as well as department specific issues.

Responsibilities include: performing highly responsible and complex administrative work involved in planning and managing the activities of assigned departments or units; demonstrating continuous effort to improve operations, decrease turnaround times, and streamline work processes; creating and maintaining strategic, tactical, operational, short-term, and long-term plans with clear objectives, outcomes, and performance measures; analyzing and researching a variety of administrative and operational issues/problems and providing sound solutions or courses of action; establishing and maintaining systems for measuring, monitoring and reporting on operational and management performance Citywide; advising City management and the City Council on the effective, efficient, and economical management of the areas of assignment; submitting reports; and recommending improvements to systems, processes, functions and activities. Administrative duties include: developing short- and long-range plans, goals and objectives; overseeing the development, preparation, and administration of budgets; supervising, directing, and evaluating the work of Department Directors, and/or other assigned staff; coordinating activities with other City departments to ensure effective working relationships; and speaking before groups on the plans, programs, and goals of the area of assignment. Incumbents delegate considerable authority for the performance of technical and administrative activities, but retain responsibility for results obtained. This class performs related duties and functions as delegated, assigned, or required.

Distinguishing Features: This classification has been designated as a non-classified, non-merit system, at-will position. Work is performed under the general direction of the City Manager or the Assistant City Manager and is reviewed through the evaluation of conferences, meetings, reports, and results achieved. This class is FLSA exempt-executive.

QUALIFICATIONS

Employee Values: All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

Minimum Qualifications Required. Any combination of training, education, and experience equivalent to graduation from an accredited college or university with a Bachelor's Degree in Public Administration, Business Administration, or a related field. A minimum of 10 years of progressively responsible managerial, supervisory, and administrative experience.

Special Requirements. For this position, an individual receiving a conditional offer of employment from the City of Mesa must pass a background investigation through the City of Mesa Police

Department, the Arizona Department of Public Safety, and Federal Bureau of Investigation prior to commencing employment with the City of Mesa.

Substance Abuse Testing. None.

Preferred/Desirable Qualifications. Experience in implementing an Enterprise Resource Planning (ERP) system is preferred. Graduation from an accredited college or university with a Master's Degree in Public or Business Administration, Information Technology, or a related field is desirable.

ESSENTIAL FUNCTIONS

Communication: Advises the Assistant City Manager, City Manager, and Deputy City Managers on operational matters through oral and written reports. Makes effective verbal and written presentations. Reviews and approves City Council communications prepared by areas of responsibility. Provides information on matters relating to the department. Discusses policies and procedures, and presents recommendations to the City Council. Prepares correspondence, reports, agreements, data analysis, policies and procedures, etc. Communicates policies and procedures, staff expectations, and management perspective to the appropriate parties. Prepares City Council reports, and reports for City management.

Manual/Physical: Attends meetings of the City Council, and other related meetings and programs and reports on activities as requested. Operates a personal computer to create reports, correspondence, analyze data, and make PowerPoint presentations. May represent the City Manager or Assistant City Manager at meetings by making presentations to explain program or project status, and arranges for compilation of data to assist in the decision making process.

Mental: Plans, organizes, and directs the functions of assigned areas. Develops and implements policies and procedures applicable to administrative functions. Directs the work of management and professional-level personnel. Provides policy guidance to assigned areas. Reviews the general operations of assigned areas to determine their efficiency and provide direction on major projects or problem areas. Oversees the preparation of the administrative budget and strategic plan, and reviews and approves the subordinate department budgets and strategic plans. Conducts pre-deprivation hearings, investigates complaints, and makes decisions regarding disciplinary actions up to and including dismissal, etc. Comprehends and makes inferences from written material such as budget information, various reports, etc., to prepare the budget, make recommendations, and approve projects and purchases. Analyzes data (i.e., department reports, City Council reports, budgets, etc.) in order to make well-informed recommendations. Learns job-related material regarding new legislation, administrative procedures, and operations methods and practices affecting areas of assignment.

Knowledge and Abilities:

Knowledge of:

the principles and practices of effective administration with particular attention to planning, organizing, and directing comprehensive administrative and management services;
the activities, objectives and ideals of management information systems and programs;
the technical aspects of automated systems design and computer operations;

governmental organization and public administration theories, principles, and practices, including personnel management and budget administration;
the principles and methods of strategic planning, performance measurement, and process improvement;
the principles and practices of employee supervision, development, training, and evaluation; and
other City departments and units, as their operations relate to those of the areas of assignment.

Ability to:

effectively direct several functional areas;
resolve complex problems within the area of assignments; and
establish and maintain effective relationships with other City departments, subordinate staff, public officials, and the general public.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

Revised to Change Job Title from Manager of Technology and Innovation 12/15

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JOB FCTN-ADM

PAY PLAN E01-E17

PAY GRADE: E12

IND-9410

SWORN-No