

## CHIEF OF EMERGING TECHNOLOGY

### JOB DESCRIPTION

**Classification Responsibilities:** The Chief of Emerging Technology performs highly responsible executive-level administrative, strategic, and managerial work in advancing Citywide priorities at the direction of the City Manager. This role oversees the operations of the Office of Innovation and Efficiency, the Department of Innovation and Technology (DoIT), and other areas of executive oversight as determined by the City Manager.

Responsibilities include: executive leadership for emerging technology, digital transformation, performance management, and innovation initiatives. Developing and implementing a comprehensive artificial intelligence (AI) and emerging technology strategy aligned with the organization's vision and values; leading cross-departmental efforts to modernize business processes, expand digitization of government services, and advance smart city initiatives; and ensuring that all technology deployments adhere to principles of ethics, transparency, privacy, security, and accountability. The role evaluates industry trends, identifies opportunities for operational efficiencies, and oversees high-profile technology partnerships, academic institutions, and private sector partners. Working closely with DoIT, the position contributes to IT roadmap development, right-sourcing strategies championing a customer-focused approach to technology, establishing governance, standards, and performance measures to enhance the overall customer experience across all departments while positioning the organization to be data-driven, innovative, and future-ready.

In addition, this position develops recommendations on Citywide issues and prepares reports, briefings, and policy analyses for the City Manager and City Council. The position manages special projects and programs and supports media and community engagement efforts through the Mayor and City Council Office. The incumbent serves as a strategic advisor on municipal priorities, promoting effective, efficient, and fiscally responsible service delivery aligned with Council direction and community needs.

**Distinguishing Features:** This classification has been designated as a non-classified, non-merit system, at-will position. Employees in this class may be required to attend meetings of the City Council and Council committees, Arizona League of Cities and Towns, Maricopa Association of Governments (MAG), as well as others, which may require working early morning or evening hours. Work requires considerable independent judgment and initiative in combining a broad scope of professional-level, organizational-effectiveness knowledge, and sophisticated analytical judgment in order to resolve a variety of complex Citywide issues. An incumbent in this class is expected to exercise considerable initiative, independent judgment, and discretion in carrying out assigned duties. The Chief of Emerging Technology receives direction from the City Manager or designee. 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 a Bachelor's Degree in Public Administration, Business Administration, Organizational Management, Management Information Systems, Information Technology, or a closely related field. A minimum of seven (7) years of professional-level municipal and administrative experience with progressively responsible experience including any combination of: information technology, innovation, digital transformation initiatives, and performance management including experience managing multiple functional areas or disciplines concurrently. Experience must include leading complex, cross-functional projects or programs with organization-wide impact and working with elected officials. Considerable (3-5 years) experience in managing and/or supervising staff.

**Special Requirements.** Must possess a valid Class D Arizona Driver's License by hire or promotion date.

**Substance Abuse Testing.** None

**Preferred/Desirable Qualifications.** Graduation from an accredited college or university with a Master's Degree in Public Administration, Business Administration, Organizational Management, Management Information Systems, Information Technology, or a closely related field.

## **ESSENTIAL FUNCTIONS**

One position may not include all of the essential functions, knowledge and abilities listed, nor do the listed examples include all the knowledge and abilities which may be found in positions of this classification.

**Communication:** Communicates and collaborates effectively with the Mayor, City Council, City Manager, executive leadership, department directors, staff, consultants, vendors, contractors, regional partners, boards and commissions, and other public officials to provide strategic support, manage risk, and advance City initiatives and technology investments. May present on behalf of the City Manager's Office. Advises executive leadership on operational and organizational matters through clear oral and written reports, data analysis, research findings, and actionable recommendations.

**Manual/Physical:** Attends and represents the City at City Council and committee meetings, regional and professional association meetings, community events, and other related functions, as assigned, and reports on activities and outcomes. Utilizes standard office technology and software to analyze data, prepare correspondence, and presentations. Meets scheduling and attendance requirements.

### **Mental:**

Plans, organizes, and directs the functions of assigned areas. 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. Creates and implements strategies to clearly communicate City Council strategic priorities and progress both internally and externally. Coordinates work activities, program functions, and other tasks with other City departments, cities, academic institutions, public stakeholders, federal and state agencies, MAG, and Arizona League of Cities and Towns. Analyzes data (example: division reports, City Council reports, budgets, etc.) to make well-informed recommendations.

**Knowledge/Skills/Abilities:**

Knowledge of:

management research, evaluation, and performance measurement techniques;  
strategic planning and competitive analysis methodology;  
artificial intelligence and machine learning (AI/ML) technologies, applications, and best practices;  
current and emerging technologies, including information security standards and compliance requirements;  
organizational effectiveness methodology, concepts, and practices;  
comprehensive principles and practices of public administration, including planning, organizing, budgeting, and directing administrative and management services;  
contract preparation and negotiation;  
conflict resolution;  
citizen engagement and communication strategies;  
principles, practices, and procedures of employee supervision, including hiring, evaluation, and training;  
applicable laws, ordinances, and regulations; and  
general functions of City departments, including departmental needs and requirements.

Skilled in:

political acumen;  
verbal and written communication;  
self-motivation and direction;  
keen attention to detail;  
analytical, evaluative, and complex problem-solving;  
critical thinking, sound judgement and decision-making in a high-pressure or sensitive situation; and  
exceptional service orientation.

Ability to:

direct and coordinate multiple functional areas and complex projects with competing priorities and deadlines;  
supervise, train, and evaluate executive, professional, technical, and supervisory positions;  
gather and interpret data and develop sound, actionable recommendations;  
plan and execute effective IT strategies with measurable efficiencies and improve services;  
interpret and apply federal, state, and City laws, ordinances, regulations, and policies;  
communicate clearly and concisely, both orally and in writing, including delivering effective presentations to executive leadership, elected officials, and community groups;  
build consensus and work diplomatically with individuals and groups holding diverse perspectives;  
represent the Mayor, City Council, and City Manager at meetings and public forums;  
establish and maintain effective working relationships with elected officials, City leadership, staff, external agencies, and the public; and  
adapt to changing technologies, priorities, organizational needs, and emerging issues while maintaining awareness of operational impacts and improvement opportunities.

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 3/26

RLNANALYST/js/ah

CS1535.DOCX

EEO-O/A

JOB FCTN-ADM

Non DOT Safety and Security-N

CDL-N

RESP-N

PAY GRADE 67

IND-9410

SWORN-No

Non-DOT Random-N

DOT-N

INCREMENTS 48-200