

STRATEGIC INITIATIVES DIRECTOR

JOB DESCRIPTION

Classification Responsibilities: The Strategic Initiatives Director performs highly responsible executive-level administrative, strategic, and managerial work in advancing Citywide priorities at the direction of the City Manager. The role provides executive oversight of operational areas as determined by the City Manager.

Duties include: leads and provides oversight for the development, implementation, and evaluation of strategic initiatives that advance organizational priorities and long-term goals; provides leadership, guidance, and recommendations on matters affecting the City's strategic direction, operational effectiveness, and community objectives; translates strategic direction into actionable plans, programs, and projects; identifies and evaluates emerging opportunities, challenges, partnerships, and initiatives and recommends priorities based on organizational needs, available resources, and anticipated outcomes; coordinates cross-functional teams and facilitates collaboration among departments, executive leadership, community partners, governmental agencies, and other stakeholders; provides executive oversight of complex, high-priority, and multi-year initiatives and special projects with significant organizational, regional, or community impact; serves as a technical advisor and subject matter expert to the City Manager, City Council, City departments, residents, stakeholders, and community partners; provides recommendations regarding legislative policy, administrative positions, and issues affecting the City and communicates legislative developments and potential impacts to City leadership; and represents and advances the City's interests before federal, state, regional, and other governmental and professional organizations.

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 Strategic Initiatives Director 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. Graduation from an accredited college or university with a Bachelor's Degree in Public Administration, Business Management, Political Science, or a related field. Five years of progressively responsible experience leading strategic initiatives or managing complex administrative projects within a public sector or government setting

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 Management, Political Science, or a related field is highly desirable.

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 elected officials, executive leadership, department directors, staff, regional partners, boards and commissions, consultants, contractors, government agencies, and the public to advance City initiatives and address complex and sensitive issues; provides strategic advice through clear verbal and written reports, research, data analysis, presentations, and actionable recommendations; represents the City Council or City Manager's Office, as assigned, and recommends changes to policies, programs, and procedures; and establishes and maintains effective working relationships across internal and external stakeholders.

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 assigned functions; provides policy guidance and oversight to management and professional staff; evaluates operations, programs, and major initiatives to identify opportunities, address issues, and improve effectiveness; coordinates activities with City departments, governmental agencies, regional partners, academic institutions, and other stakeholders; analyzes operational, financial, legislative, and other data to develop informed recommendations; monitors legislation, regulations, court decisions, and related matters and evaluates their potential impact on City operations and compliance; serves as a policy advisor to the City Manager, Mayor and Council, and department leadership; manages, develops, and evaluates staff; and oversees assigned budgets and resources.

Knowledge/Skills/Abilities:

Knowledge of:

principles and practices of public policy, public administration, government relations, intergovernmental coordination, and political processes at the federal, state, and local levels;
legislative processes, procedures, organizational structures, lobbying methods, and laws and regulations affecting local government operations;
municipal budgeting, financial management, contract development, negotiation, and administration;

organizational management, leadership, strategic planning, performance management, and program execution; and principles and practices of project and program management, including prioritizing and managing complex, multi-year initiatives.

Skill in:

strategic planning and development of short- and long-range strategic initiatives, programs, capital projects, goals, and organizational priorities;
researching and analyzing complex policy, operational, legislative, and financial issues and evaluating their impact on the City;
evaluating programs, policies, and processes and developing and implementing improvements and innovative solutions;
analyzing data and preparing accurate, reliable reports containing findings, conclusions, and recommendations;
communicating complex or abstract concepts clearly and effectively, both verbally and in writing, to diverse audiences;
preparing, negotiating, administering, and monitoring contracts and agreements; and
developing and maintaining effective working relationships with internal and external stakeholders.

Ability to:

develop and implement strategic objectives and effectively leverage organizational leadership and resources to achieve desired outcomes;
understand and articulate customer, community, and organizational needs and translate them into effective programs, services, and solutions;
prioritize and manage multiple complex, multi-year projects and initiatives while meeting time-sensitive deadlines;
exercise sound judgment and make well-informed recommendations on complex policy, legislative, operational, and organizational matters;
deliver effective presentations and represent the City in a professional and positive manner before employees, elected officials, government organizations, stakeholders, and the public;
respond appropriately and effectively to sensitive issues, resident inquiries, media requests, and competing interests; and
demonstrate integrity, innovation, professionalism, and respect in the performance of assigned responsibilities.

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.

New 9/26

RLN/js/ah

CS6800.DOCX

EEO-O/A

JOB FCTN-ADM

Non DOT Safety and Security-N

CDL-N

RESP-N

PAY GRADE 68

IND-9410

SWORN-No

Non-DOT Random-N

DOT-N

INCREMENTS 71-200