



City of Tempe

STRATEGIC INITIATIVES MANAGER

JOB CLASSIFICATION INFORMATION			
<i>Job Code:</i>	593	<i>Department / Office:</i>	Strategic Management & Innovation
<i>Supervision Level:</i>	Manager	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Human Resources Manager
<i>Safety Sensitive / Drug Screen:</i>	No	<i>Physical:</i>	No
Click here for more job classification information including current salary range.			

REPORTING RELATIONSHIPS
Receives general direction from the Strategic Management & Innovation Director.
Exercises direct supervision over Strategic Management Analyst. May provide functional and technical direction to professional and support staff.

MINIMUM QUALIFICATIONS	
<i>Experience:</i>	Five (5) years of administrative or program management experience in a public agency, including two (2) years of supervisory experience. Experience in organizational performance management and/or strategic planning with a focus on strategic management facilitation and data analysis is preferred.
<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.
<i>License / Certification:</i>	Possession of one (1) or more of the following, professionally recognized strategic planning and implementation certifications is preferred: <ul style="list-style-type: none"> ● Techniques of Participation ● Facilitation Graphics

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. Plans, organizes and directs the Strategic Management & Innovation Office work in the development and implementation of the City's

strategic plan and organizational strategy. Performs complex professional work on a wide variety of project management and municipal initiatives.

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.

- Manage and oversee the citywide strategic plan that advances the City Council Strategic Priorities, including the alignment and reporting of performance measurement program.
- Provide leadership on strategic planning/projects, innovation and goals, through project management and preparation/delivery of oral and written reports to Council, boards, commissions, citizen groups and City staff.
- Advise and consult regarding strategic management and planning; work with City Department Directors to develop and improve performance measures, strategies, and performance-led budget alignment.
- Manage and oversee the internal and external consulting services provided to city departments and community partners in the areas of strategic planning and management, operational reviews and survey administration.
- Create opportunities for employee engagement at all levels around Council Priorities, performance measures and strategies; facilitate communications and engagements about the city's strategic management.
- 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.
- Advise Mayor and Council, City Manager and senior management on strategic management issues; research, prepare and present oral and written reports and recommendations to Council and senior management.
- Responsible for the administration of the daily operations of the division.
- Serve as the division's staff liaison for the City Council Committees.
- Assist in coordinating 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; co-Chair the Data Governance Committee (DGC); collaborate in maintaining the City's What Works Cities certifications.
- Oversee the management and delivery of the City's strategic surveys, including the Community, Business and Employee surveys.
- Prepare the Strategic Management and Innovation Office budget; assist in budget implementation; participate in the forecast of additional funds needed for staffing, equipment materials, and supplies; administer the approved budget.
- Represent the city on regional and national coalitions.
- Provide pro-active performance planning utilizing performance management tools.
- Perform related duties as assigned.

COMPETENCIES		
CLASSIFICATION LEVEL	INCLUDES	COMPETENCIES
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
<p><i>For more information about the City of Tempe's competencies for all classifications:</i> City of Tempe, AZ : Competencies</p>		

JOB DESCRIPTION HISTORY
<p><i>Effective September 2021</i> <i>Revised March 2022 (update min quals - experience)</i></p>

PHYSICAL DEMANDS AND WORK ENVIRONMENT

Job Title: Strategic Initiatives Manager

Job Code: 593

VEHICLE OPERATION	YES	NO
Will this position drive a City vehicle?		X
Will this vehicle require a Commercial Drivers License?		X

	Never 0% of time	Occas. 1-35% of time	Freq. 36-65% of time	Contin. 66-100% of time
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WORK WITH OR EXPOSURE TO THE FOLLOWING				
Machinery*	X			
Electrical*	X			
Power Tools*	X			
Hand Tools*	X			
Personal Protective Equipment*	X			
Computer Software				X
Fumes	X			
Chemicals	X			

ENVIRONMENT				
Indoors				X
Outdoors	X			
Working in or around water	X			
Extreme Heat	X			
Extreme Cold	X			
Office Setting				X
Confined Spaces	X			
Excessive Noise**	X			
Heights	X			
Sewage Exposure	X			
Bodily Fluid Exposure	X			

ENDURANCE				
Sit			X	
Stationary / Stand			X	
Traverse / Move		X		

VISION REQUIREMENTS	YES	NO
Close (clear vision at 20 inches or less)		X
Distance (clear vision at 20 feet or more)		X
Color (ability to identify and distinguish colors)	X	
Depth Perception (three-dimensional vision, ability to judge distances and spatial relationships)	X	
Peripheral (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point)		X
Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)		X
No Special Vision Requirements		X

Maximum LIFT / CARRY	Lift	Carry
5-25lbs	X	X
26-50lbs		
51-75lbs		
76-100lbs		

Maximum PUSH / PULL	Push	Pull
5-25lbs	X	X
26-50lbs		
51-75lbs		
76-100lbs		

MOVEMENT	YES	NO
Bend / Stoop / Twist	X	
Crouch / Squat		X
Kneel / Crawl		X
Above Shoulder Level	X	
Below Shoulder Level	X	
Repetitive Arm Use	X	
Repetitive Wrist Use	X	
Repetitive Hand Use	X	
Neck Range of Motion	X	
Climb Stairs / Ladders		X
Traverse Uneven Surface		X
Traverse Even Surface		X

ADDITIONAL CONSIDERATIONS:
- May require working extended hours.
- May work alone for extended periods of time.

*DEFINITIONS/EXAMPLES
Machinery: bucket truck, riding mowers, backhoe etc.
Electrical: wiring, outlets, fuses etc.
Power Tools: push mowers, jackhammers, drills, chainsaw etc.
Hand Tools: hammers, wrenches, shovels, wheel barrels, saws etc.
Personal Protective Equipment: respirators, Tyvek coveralls, hard hats, fall protection harness etc.

**** Hearing test is required**