



Job Title	Innovation & Sustainability Supervisor	FLSA Status	Exempt
Band	SUP	Probationary Period	12 Months
Zone	5	Job Code	17240

Class Specification – Innovation & Sustainability Supervisor

Summary Statement:	
<p>The purpose of this position is to lead, coordinate, and participate in citizen engagement functions for City programs and operations. Function as a consultant to City Administration, enhancing citizens' experience of City government by leveraging technology, driving process changes, implementing modern best practices, and improving efficiency. Implement a suite of citizen engagement initiatives, citizen-facing knowledge base, open data portal, dashboards, website, and social media enhancement. Implement the strategic planning process in conjunction with the overall City's strategic plan and provide citizens information regarding the goals and direction of the strategic plan. This is accomplished by developing and leading programs; facilitating and organizing internal and external meeting; representing the City for strategic planning in the community; and providing recommendations regarding budget priorities. As well as implementing data management processes to summarize and measure data sets Citywide.</p>	
Essential Functions	Note: Regular and predictable attendance is an essential function in the performance of this job.
Time % (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
35%	Plan, direct, and participate in a wide variety of special community projects, including municipal and strategic planning programs and City-sponsored events. Convene interdepartmental and external stakeholder groups to consult on or develop policy statements on the use of emerging technology or media for citizen engagement. Participate in the preparation and administration of assigned budget, submit budget recommendations, and monitor expenditures; and prepare analytical and statistical reports on operations and activities. Respond to public inquiries, provide requested information, and connect citizens with City information or resources. Public in-person outreach to cultivate support in the community for citizen engagement initiatives.
35%	Develop, implement, and track a collaborative citywide strategic plan; develop and implement a process improvement program; share and implement best practices across all departments; and lead the citywide committee to develop a long term improvement plan for City facilities. Improve the strategic planning process with the community, Mayor, Chief of Staff, and City Council; measure performance targets; and implement a city-wide process improvement programs. Assist departments in developing strategic



Job Title	Innovation & Sustainability Supervisor	FLSA Status	Exempt
Band	SUP	Probationary Period	12 Months
Zone	5	Job Code	17240

	plans and strategies in alignment with the city-wide strategic plan. Make recommendations regarding budget priorities in alignment with strategic plan priorities. Manage and implement a process improvement program to ensure continuous improvement of City services, leverage available technology, and ensure consistent evaluation of procedures and processes.
30%	Responsible for data management throughout the City to increase data available to the public and aid in data based decisions for specific departments. This will be accomplished through pooling existing resources, having a clear, defined, and measurable vision of goals and objectives, and improving accountability of data management.

Competencies Required:	
Human Collaboration Skills:	Work may require providing advice to others outside direct reporting relationships on specific problems or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.
Reading:	Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Math:	Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Writing:	Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

Technical Skills Required:	
Skilled in a Technical Field:	Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.



Job Title	Innovation & Sustainability Supervisor	FLSA Status	Exempt
Band	SUP	Probationary Period	12 Months
Zone	5	Job Code	17240

Relevant Background and Formal Education: Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

Education: Bachelor’s degree from an accredited college or university with major coursework in a business administration, public administration, or related field.

Experience: Five years of full-time professional public relations, project management, or analytical and/or budgetary experience, including two years of supervisory experience.

Certifications and Licenses: Must possess or be able to acquire the following certifications and/or licenses.

Certifications required in accordance with standards established by departmental policy.	
--	--

Supervision Exercised:
 Work requires supervising and monitoring performance for a regular group of employees or department including providing input or hiring/disciplinary actions and work objectives/effectiveness, performance evaluations, and realigning work as needed. A first line supervisor typically performs these functions.

Supervision Received:
 Receives General Direction: This job title normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically.

Fiscal Responsibility:
 This job title oversees budget preparation of a division or department budget. Reviews and approves expenditures of significant budgeted funds for the department or does research and prepares recommendations for organization-wide budget expenditures.

Physical Demands:
 Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.



Job Title	Innovation & Sustainability Supervisor	FLSA Status	Exempt
Band	SUP	Probationary Period	12 Months
Zone	5	Job Code	17240

Environmental Conditions	Frequency
Primary Work Environment	Office Environment
Extreme Temperature	Never
Wetness and Humidity	Never
Respiratory Hazards	Never
Noise and Vibrations	Never
Physical Hazards	Never
Mechanical and/or Electrical Hazards	Never
Exposure to Communicable Diseases	Never

Machines, Tools, Equipment, and Work Aids: Computer, printer, copier, telephone, and standard office equipment.

Specialized Computer Equipment and Software: Microsoft Office.

The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.

Original Date: October 2017