



Town of Oro Valley Classification Description

Title: **STRATEGIC INITIATIVES MANAGER** Department: Town Manager
Job Code: 2045 Salary Grade: 123
FLSA Status: Exempt

POSITION SUMMARY:

Supports the Town Manager in planning, directing and reviewing the activities and operations of the Town in areas of strategic operational planning, performance management, special projects and major events. Performs complex administrative and professional work on a wide variety of project management and municipal managerial functions.

ESSENTIAL JOB FUNCTIONS:

- A. Conducts self-directed complex research and analysis, and mobilizes cross-departmental teams to complete special projects, studies and surveys.
- B. Performs data collection and analysis.
- C. Provides leadership on strategic planning/projects and goals, through project management and preparation/delivery of verbal and written reports to Council, boards, commissions, constituents and Town staff.
- D. Serves as the Town Manager's representative to key stakeholder groups.
- E. Leads and/or facilitates policy analysis reviews. Develops recommendations for changes as necessary.
- F. Works in close cooperation with other Town management and officials to further the objectives of the Town.
- G. Leads and/or facilitates process improvement groups to review and develop recommendations for efficiency.
- H. Provides general coordination and policy guidance on major municipal projects or problem areas and coordination activities with departments to ensure positive project implementation and effective working relationships.
- I. Coordinates the attraction of endurance events to Oro Valley that have a positive economic impact.
- J. Leads the Special Events Committee to attract and retain major special events in the Town.
- K. Coordinates strategic annexations that meet the goals and objectives of the Town.
- L. Forges strong local, state and regional working relationships between the Town and regional partners.
- M. Performs other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of research methods, sources, and trend data reports regarding a variety of subject matters.
- Knowledge and competence in management and supervision principles.
- Skill in assessing and prioritizing multiple tasks, projects and demands.
- Skill in working within deadlines to complete projects and assignments.
- Skill in verbal and written communication and comfortable with public presentation responsibilities.
- Ability to create harmonious and effective working relationships.
- Ability to operate personal computer hardware and software.

MINIMUM QUALIFICATIONS:

- An undergraduate degree in Business or Public Administration or related field required.
- A Graduate degree in Business or Public Administration is strongly preferred.
- Five (5) years of experience in municipal government including two (2) years at a supervisory level; **OR** an equivalent combination of education and experience as Project Manager and above may be considered.

ENVIRONMENTAL FACTORS and WORKING CONDITIONS:

- Work is performed in an indoor environment.