

**CITY OF AURORA  
JOB DESCRIPTION**

**JOB CODE:** 282  
**SALARY GRADE:** E16  
**EFFECTIVE:** 6/19/2017

**CHIEF INNOVATION OFFICER**

**Definition**

The Chief Innovation Officer (CIO) is responsible for the evaluation and management of the innovation department and implementation of new programs and procedures as directed by the Mayor or Chief Management Officer. The CIO is also responsible for coordination of cohesive strategic and program planning. The CIO requires demonstrated expertise and experience in the development, planning, delivery and implementation of strategy, policy and programs in government, community and private sectors with success in long-term project management, collaboration, stakeholder management and community engagement.

**Equipment/Job Location**

The noise level in the work environment is usually moderate. The position requires the use of various office equipment including a computer, telephone, copy machine, and fax machine. Normal office environment where there is no physical discomfort or exposure to hazards.

**Essential Functions of the Job**

1. Responsible for Innovation Department with administrative oversight of Information Technology (MIS and Police Technical Services) and Community Services. Community Services consists of Customer Service, Youth & Senior Services, Neighborhood Redevelopment, Public Art and Special Events.
2. Provides leadership for initiatives and is accountable for the continual implementation and improvement of existing city programs and services.
3. Under the direction of the Mayor, fosters collaborative relationships with other departments, civic groups, community foundations, local businesses and residents with a goal of improving communication, training opportunities, eliminating duplicative work or processes and ensuring active and inclusive input.
4. Develop and coordinate improvements in technology and citizen engagement through the use of data-driven innovation strategies for the city, which include (i) leading the city's efforts to collect, analyze, and disseminate appropriate data to the public and across city departments, and (ii) promoting the use of accessible, open data.
5. Leads the development of and is accountable for the implementation of a formal "innovation strategy document" for the city that will define specific, measurable goals/targets, as well as a process for regular assessment and reports.

## **Chief Innovation Officer**

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6. Performs other duties assigned.

### **Required Skills and Knowledge**

Strong interpersonal and communication skills and ability to work effectively with a wide range of constituencies in a diverse community.

Demonstrated strategic planning skills and the ability to promote and effect change.

Skill in examining and re-engineering operations and procedures, formulating policy, and developing and implementing new strategies and procedures.

Strong leadership skills that promote dedication, creativity, innovation and growth.

Ability to develop, manage and oversee departmental budgets.

Strong knowledge of strong Mayor/City Council form of government.

### **Qualifications for Hire**

Management experience preferably in a large, diverse, urban municipal, corporate, military and/or large non-profit organization. Master's degree from an accredited college or university in public or business administration or a related field. Experience leading strategic planning and operations in the areas of public policy, and/or economic or community development. Proven track record of working across populations and stakeholder groups and of implementing a major project that required coordinating with and executing across multiple sectors or disciplines. Demonstrated knowledge of municipal government (experience working with municipal governments preferred). Experience managing a team including both direct reports and peers, as well as consultants or contractors. Valid driver's license is required.