

**CITY OF AURORA  
JOB DESCRIPTION**

**JOB CODE: TBD  
SALARY GRADE: E17  
EFFECTIVE/UPDATED: 7/13/2021**

**DIRECTOR OF INNOVATION & STRATEGY**

**Definition**

The Director of Innovation and Strategy is responsible for the evaluation and management of the innovation division and implementation of new programs and procedures as directed by the Mayor or Chief Community Services Officer. This position is also responsible for coordination of cohesive strategic and program planning. The Director of Innovation and Strategy 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. Provides leadership for initiatives and is accountable for the continual implementation and improvement of existing city programs and services.
2. Formulate and implement effective new ideas and innovative strategies and incorporate them into the City's plans.
3. Under the direction of the Mayor or designee, 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. Forge partnerships with local community groups, companies, universities and school systems that can support the research and development of innovative solutions.
5. 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.

## **Director of Innovation & Strategy**

### **Job Description**

6. 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.
7. Research and analyze trends in local government to forecast future changes in practices, processes, and programs; explore and import innovations from other communities for testing where they may be applicable.
8. Lead or assist with oversight of specific contracts and vendor management.
9. Represent the City and serve as liaison and convener with other local, state and federal agencies and related non governmental agencies to align community innovation with broader regional and national programs.
10. Lead multi-functional, cross-departmental teams that may consist of employees from all levels of the organization.
11. Select, motivate, develop, manage, and evaluate staff.
12. Develop and equip managers in their role as change agents and leaders of innovation in their respective departments.
13. Perform highly responsible and complex administrative work related to planning and managing the activities of assigned departments and units; develop short- and long-range plans, goals, and objectives with clear objectives, outcomes, and performance measures.
14. Advise City management and the City Council on the effective, efficient, and economical management of the areas of assignment; submitting reports; monitoring grant opportunities (i.e., local, state, federal, private) to add innovative capacity to City operations.
15. Oversee the development, preparation, and administration of budgets.
16. Perform 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.

**Director of Innovation & Strategy****Job Description****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, is desired. Experience leading strategic planning and operations in the areas of public policy, and/or economic or community development. Experience managing a team including both direct reports and peers, as well as consultants or contractors. Valid driver's license is required.