

South Jordan City

Job Description

Title:	Strategic Services Director	Effective Date:	2/1/16
Org:	100100	FLSA:	Exempt
Pay Grade:	27	Workers Comp:	Municipal

This is an “at-will” position. The employee or the City may end the employment relationship at any time, with or without cause or explanation.

GENERAL PURPOSE

Serve as the City’s liaison to collaborate internally and externally with elected officials, City staff, public, private and non-profit agencies for the strategic long- and short- term sustainability of the City. Serve as City Manager liaison with elected officials, staff, and the public in the preparation, implementation, and evaluation of the City’s strategic plan. Conduct research and analysis necessary to complete assigned projects for elected officials and the City Manager. Provide active advice and involvement in department policy and project proposals. Ensure effective review and compliance with requirements related to contract administration. Administer City property sales and acquisitions.

SUPERVISOR

City Manager

POSITION(S) SUPERVISED

None

ESSENTIAL JOB FUNCTIONS

Meet performance standards established with the employee’s manager.

Job attendance is required, except for authorized leave.

Serve as special advisor to the City Manager regarding project management, internal policy implementation, and contract administration.

Develop project goals, objectives, initiatives, or strategies in collaboration with other project professionals. Lead discussions and work through any project conflicts through experienced mediation and consensus building methods.

Serve as advisor to City Department Directors for proposed special projects for the City and collaborate with public, private and non-profit agencies included in the project scope. Collect, analyze, present cost-benefit and feasibility analysis for proposed projects to the City Manager.

Assess or propose special project initiatives, considering factors such as cost effectiveness, technical feasibility, and acceptance. Monitor or track project milestones, provide ongoing consultation with project participants, and provide updates on a regular basis.

Collect and analyze pertinent information for projects through research, audits, surveys, etc. Analyze information using evidence based decision making tools such as lean, six sigma, statistics, regression analysis, and spreadsheet calculations.

Coordinate City acquisition, sale and development of properties.

Plan, administer, and control budgets for all assigned City contracts.

Review Date: 7/1/14

Deliver presentations, prepare and deliver status reports on project disposition.

Represent the Office of the City Manager in assigned meetings and maintain strong working relationships with intergovernmental agencies.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Bachelor's Degree from a regionally accredited college or university with major course work in business administration, public administration, finance or related field.

AND

B. Four (4) years of progressively responsible experience in municipal management;

2. Special Qualifications:

MPA, MBA, or other Master's Degree preferred.

3. Knowledge, Skills and Abilities:

Strong knowledge of legal formalities and rules and regulations as well as in legal statutes government obligations and contracts.

Read, interpret, and apply laws, rules, regulations, and policies.

Management principles, methods and techniques, and application in a quality-oriented environment.

Public sector management laws, regulations, and budgeting.

Establish and maintain effective partnerships and working relationships. Strong and excellent skills of interpersonal, diplomatic and negotiation.

Resolve complex issues, in a legally defensible, consensus building manner.

Communicate information and ideas clearly and concisely, in writing and verbally.

Operate personal computer and Microsoft products.

Knowledge of correct English usage, spelling, and vocabulary.

Ability to interact with public presenting data that may influence important decisions; interact with executives on matters requiring explanations and discussions.

Ability to organize, delegate, and establish meaningful goals; design and implement a variety of programs; communicate effectively verbally and in writing; establish and maintain effective working relationships with employees and the public; work independently on assigned projects involving complex research and data collection; report preparation and minor budget data preparation;

Ability to work effectively with elected officials, city employees, various community members, and the general public.

4. Working Conditions:

Tasks require a variety of physical activities not generally involving muscular strain. Physical demands may occur in activities related to walking, standing, stooping, sitting, reaching, etc. Talking, hearing and seeing required in the daily performance of job duties. Mental application utilizes memory for details, emotional stability and critical thinking and creative problem solving. Periodic travel required in course of performing portions of job functions.

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This updated job description supersedes all prior descriptions for the same position.

Human Resources Use Only

Job Class:	Municipal Exempt	EEO-4 Class:	Official/Adm
Location:	Executive	EEOP Class:	Official/Adm
Group/BU:	General Pay Plan	Tech-Net Match:	