

South Jordan City

Job Description

Title: Director of Strategic Services
Org Code: 100100
Pay Grade: 29

Effective Date: 10/1/2021
FLSA: Exempt/Executive
Workers Comp: Clerical

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

Support and implement the City’s vision and mission. Serve as the City’s liaison in accordance with the City Manager’s direction and Service Values. 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. 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. Administer City property sales and acquisitions.

SUPERVISOR

City Manager

POSITION(S) SUPERVISED

Assistant to the City Manager

ESSENTIAL JOB FUNCTIONS

Meet performance standards established with the employee’s manager.

Job attendance is required, except for authorized leave.

Responsible for the effective administration of assigned department and all department activities.

Implement ordinances, resolutions, rules and regulations, directives, and service levels within established budget parameters.

Responsible for planning, organizing, supervising, and directing the operations of the department and for the full and effective use of assigned personnel, equipment, and financial resources.

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.

Establish and maintain department goals, priorities, and work plans consistent with the goals and priorities of the city council and city manager.

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.

Review Date: 6/28/17

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.

Conduct performance reviews of department employees in accordance with the human resources policies and procedures of the city.

Implement risk management programs required by the city insurance carriers, city risk managers, and city manager to protect the health, safety, and welfare of city employees and the public; prevent financial loss and reduce insurance premiums; conduct affairs of the department to reduce insurance premiums and reduce the potential for claims and lawsuits against the city.

Maintain spending within the budget parameters established by the city.

Utilize and cooperate with the Staffing Committee to request desired staffing changes during the budget year.

Purchase equipment, supplies, and services in accordance with the purchasing policies and established practices of the city.

Supervise subordinate personnel including hiring, performance management, employee development and training, coaching and initiating corrective action.

Keep informed as to relevant best practices in assigned area of responsibility, and implement or update new practices to strive for continued improvement and excellence.

Submit reports as required detailing activities of the department.

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

All or a majority of the essential job duties may be performed from a remote location.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

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

AND

B. Four (4) years of professional experience working in the public sector, with at least two (2) years of managerial experience preferred;

2. Special Qualifications:

Valid Utah Class D Driver License
MPA, MBA, or other Master Degree preferred.

Successfully complete all required Homeland Security courses including NIMS and ICS training.

3. Knowledge, Skills and Abilities:

Knowledge of public sector laws and regulations.

Ability to resolve complex issues, in a legally defensible, consensus building manner, and ability to develop and communicate new policies and procedures.

Ability to learn and implement departmental policies and procedures.

Ability to operate a personal computer and Microsoft products.

Ability to communicate information and ideas clearly and concisely, in writing and verbally.

Skill in creating reports as needed using Microsoft software, including Word and Excel.

Skill to read, interpret, and apply laws, rules, and regulations, and policies.

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;

Skill in working with others and establishing strong communication with city employees and the general public.

4. Working Conditions:

Minimal physical effort, comfortable working conditions, and handling of light to moderate weights. Intermittent sitting, standing, stooping, bending, lifting, and walking. Subject to extended exposure to computer visual display terminals. Considerable exposure to stressful situations as a result of human behavior and deadlines. May be required to work non-traditional hours.

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:	Clerical Exempt	EEO-4 Class:	Official/Admin.
Location:	Executive	EEOP Class:	Official/Admin
Group/BU:	General Pay Plan	Tech-Net Match:	100