

**CITY OF CARLSBAD
CLASS SPECIFICATION**

JOB TITLE: CHIEF INNOVATION OFFICER

DEPARTMENT: CITY MANAGER

BASIC FUNCTION:

Under the direction of the City Manager, and working in partnership with internal and external stakeholders to plan, direct, coordinate, and supervise citywide innovation programs and activities; develop and execute City of Carlsbad smart city initiatives; provide advice and counsel to management and user departments concerning innovation and continuous improvement; and to perform related responsibilities as required.

KEY RESPONSIBILITIES:

Develop, organize, and direct the city's innovation workplan.

Manage the city's smart city initiatives.

Assist departments in managing, analyzing, and interpreting data produced through smart city implementations.

Improve efficiency and effectiveness of city services and foster a culture of process improvement.

Champion innovative policy by acting as a management consultant to city departments to identify and target substantial structural problems that may be solved or alleviated through policy changes, and developing plans to draft and support such policy.

Collaborate directly with city departments on conceiving, developing, and managing pilot programs within their areas of work.

Actively promote a culture of innovation and recognition of its benefits within the city.

Inspire strong organizational performance through periods of transformation, ambiguity and complexity.

Represent and promote the city's innovation initiatives among relevant communities inside and outside of government

Maintain professional contacts with other organizations, research bodies and equipment manufacturers concerning innovation and organizational excellence.

Direct the continuing review of present systems and methods and the formulation of new and revised systems, examining techniques in use and determining appropriate changes to effect improvements, reduce costs and enhance efficiency on an organization-wide basis.

Develop influence with city departments to advance innovative concepts and technology.

Cultivate a climate of motivation, positive energy and meaning in work.

Guide and energize others to embrace new opportunities arising from change.

QUALIFICATIONS:

To perform a job in this classification, an individual must be able to perform the essential duties as generally described in the specification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties in a specific job. The requirements listed below are representative of the knowledge, skill and/or ability required.

Knowledge of:

- Change management, program management, organizational strategy, innovation strategy, systems thinking, design.
- Principles of open data, open government and Government 2.0.
- Best practices and available tools for insourcing, crowdsourcing and community-sourcing innovative solutions.
- Fiscal planning, performance management and budget administration.
- Methods and techniques of research, statistical analysis and report presentation.
- Short and long term strategic planning.

Ability to:

- Plan, organize and direct a citywide program of all aspects of innovation activities.
- Counteract resistance to innovation.
- Increase organizational efficiency.
- Provide administrative and professional leadership.
- Develop and administer annual and long-range programs and budgets.
- Supervise, train and evaluate staff.
- Establish and maintain cooperative relationships with those contacted in the course of the work.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Properly interpret and make decisions in accordance with laws, regulations and policies.
- Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.
- Communicate and negotiate in an outstanding manner, including the ability to express complex ideas clearly and concisely.
- Exercise tact and diplomacy.
- Influence participation and decisions from persons they do not manage.
- Develop and strengthen networks and relationships, both inside and outside the organization.
- Work well under pressure to meet deadlines.

EXPERIENCE AND EDUCATION:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Equivalent to a Bachelor's degree from an accredited college or university and seven years of progressively responsible experience.

Demonstrated success in the development and implementation of innovative solutions to complex problems in a large organization.

Experience working in or with local or municipal government highly desirable.

PHYSICAL/MENTAL DEMANDS AND ENVIRONMENTAL SETTING:

While performing the duties of this class, an employee is regularly required to sit; talk or hear, in person and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms. An employee is frequently required to walk and stand. Specific vision abilities required by this job include close vision and the ability to adjust focus to read and operate office equipment as necessary during the course of the work assignments.

While performing the duties, employees of this class are regularly required to use written and oral communication skills; read and interpret financial and statistical data, information and documents; analyze and solve problems; use math and apply mathematical reasoning and abstract statistical concepts; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work under intensive deadlines; and interact with staff, Council members and others encountered in the course of work.

The employee works under typical office conditions and the noise level is usually quiet. Employees may be required to travel to work sites or other sites for meetings.

This is an at-will management classification.

DATE APPROVED: August 24, 2018