

INNOVATION TEAM DIRECTOR

SUPERVISED BY: City Coordinator

SUPERVISES: Project Manager, Data Architect, and Business Process and Data Analyst

NATURE OF WORK

Manage daily operations of Bloomberg Innovation project, including budget, personnel and project plans, and develop an enterprise wide process for identifying and addressing inequities in City services.

TYPICAL DUTIES AND RESPONSIBILITIES (Including but not limited to the following)

- Manage daily operations of Bloomberg Innovation project, including budget, personnel and project plans.
- Develop and manage an enterprise wide process for identifying and addressing potential race and place-based inequities in City services.
- Hire and manage staff responsible for generating innovative solutions, developing implementation plans, and managing progress towards defined targets.
- Manage and maintain strong relationships with a broad set of stakeholders, including senior government officials and private and nonprofit sector leaders in the community.
- Generate new ideas by deploying open innovation methods.
- Consult with internal and external experts to generate innovative solutions and assess their feasibility.
- Ensure that there are clear and appropriate implementation plans for delivery on all major initiatives in the identified priority areas.
- Achieve defined targets by monitoring performance and helping to correct course when needed.
- Communicate progress to all relevant stakeholders, including regular reporting to the Mayor.
- Share the team's strategic framework and best practices for innovation throughout City government.
- Lead the development and implementation of internal and external communication strategies to inform and engage elected officials, City staff, community partners and the general public.
- Oversee the preparation of reports, research efforts, planning documents and presentations to elected officials, stakeholder groups and the public.

MINIMUM QUALIFICATIONS: Bachelor's Degree in Business Administration, Public Administration, Economic or related field

MINIMUM EXPERIENCE: Five years of progressively responsible experience on managing projects, operational analysis and working with public sector elected and staff leadership

LICENSES/CERTIFICATIONS: N/A

OTHER SPECIFICATIONS

- Advanced education highly desirable (Juris Doctorate, Masters Business Administration, or related).
- Demonstrated ability to lead large scale transformations that involve multiple stakeholders, constituencies, and/or agencies.
- Experience developing and managing high-performing teams.
- Track record of establishing targets and delivering results.
- Understanding of the mechanics of city government, and familiarity with and knowledge of public sector innovation.
- Direct experience working with senior government or private sector leaders.
- Ability to thoughtfully communicate with and respectfully engage diverse stakeholders around a shared vision for achieving results.
- Demonstrated knowledge of leadership and management of public organizations.
- Ability to plan and implement communication plans that address multiple audiences.
- Understanding of data and data analysis techniques.
- Knowledge of quality improvement and business re-engineering principles, tools and practices.
- Ability to lead, organize and manage multiple projects.
- Demonstrated knowledge of operations and organizational development.
- Ability to work with staff at all levels of the organization.
- Proven supervisory and management skills, either direct or indirect (project team).
- Understanding of income, racial and place-based inequities and related current dialogue.

WORKING CONDITIONS: Normal Office Setting