

CITY OF CHATTANOOGA

Classification Specification Title: Chief Strategy and Information Officer

Department: Executive Branch

Pay Grade: GS.29

Supervision Received From: Mayor

FLSA Status: Exempt

Supervisory Responsibility For: City Finance Officer, Chief

Established: 6/14/24

Information Technology Officer, Administrator IDP

**Revision Dates: 4/1/25
8/27/24**

CLASSIFICATION SUMMARY:

Reporting directly to the Mayor, the Chief Strategy & Innovation Officer will play a pivotal role in shaping the future direction of the City of Chattanooga, driving strategic initiatives and fostering a culture of innovation and continuous improvement.

SERIES LEVEL:

The Chief Strategy and Information Officer is a stand-alone position.

ESSENTIAL FUNCTIONS:

(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)

Lead the development and execution of the organization's strategic plan, ensuring alignment with the mission, vision, values, and goals of the City of Chattanooga..

Foster a culture of innovation throughout the organization by identifying opportunities for improvement, promoting and incentivizing innovative thinking, and implementing best practices in innovation management.

Collaborate with department heads and HR to develop procedures that support strategic objectives and promote innovation in service delivery.

Establish key performance indicators (KPIs) and metrics to measure the effectiveness of strategic initiatives and innovation efforts, and provide regular reports to senior leadership. Cascade strategy and monitor progress across all levels of the organization.

Identify opportunities for strategic partnerships, collaboration, and shared services with other government agencies, non-profit organizations, and private sector partners.

Lead change management efforts to ensure successful implementation of strategic initiatives and innovation projects, including stakeholder engagement, communication, and training.

Work closely with the finance department to develop budgets and allocate resources in support of strategic priorities and innovation initiatives.

Develop, motivate and retain a high-performing team of professionals to support the organization's strategic and innovation objectives.

Promote a culture of continuous improvement by facilitating process reviews, conducting benchmarking studies, and implementing best practices in organizational performance.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Performs other duties as assigned.

DEPARTMENT SPECIFIC DUTIES (if any):

MINIMUM QUALIFICATIONS:

Bachelor's degree in Public Administration, Business Administration, Strategic Management, or a related field; advanced degree preferred.

Minimum of 10 (ten) years of experience in strategic planning, innovation management, or related fields, preferably in a government or public sector environment; or any combination of equivalent experience and education.

LICENSING AND CERTIFICATIONS: None

KNOWLEDGE AND SKILLS:

Demonstrated track record of leading strategic initiatives, driving innovation, and achieving measurable results; strong analytical and problem-solving skills, with the ability to think strategically and develop actionable plans; excellent communication and interpersonal skills, with the ability to effectively engage and influence stakeholders at all levels of the organization; proven leadership abilities, with experience in leading and developing high-performing teams; knowledge of government operations, policies, and regulations is highly desirable.

PHYSICAL DEMANDS:

Positions in this class typically require reaching, fingering, grasping, talking, hearing, seeing and repetitive motions.

WORK ENVIRONMENT:

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

SPECIAL REQUIREMENTS:

Safety Sensitive: N

Department of Transportation - CDL: N

Child Sensitive: N

The City of Chattanooga, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.