

A dynamic and visionary leader that exemplifies our core values of Teamwork, Integrity, Innovation and Professionalism is sought by the City of San Antonio for the position of:

Chief Innovation Officer



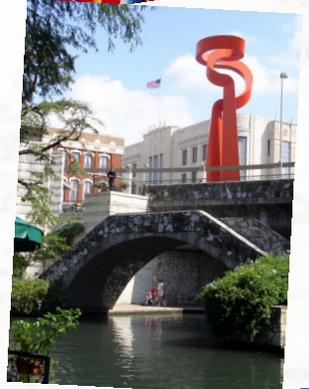
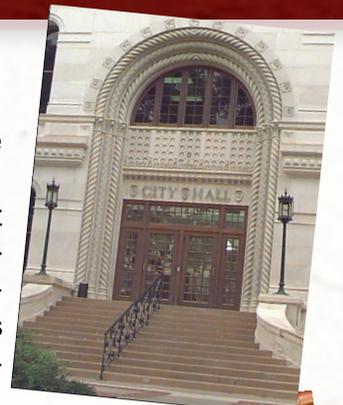
CHIEF INNOVATION OFFICER

The Position

The City of San Antonio is seeking a creative thinker and strong project manager to serve as the Chief Innovation Officer and lead the City's highly successful Office of Innovation. This unique position is responsible for leading a team of Performance and Management Specialists in data-driven innovation intended to facilitate the City's continuous improvement. This position works closely with the City Manager's office and acts as a Management Consultant to City departments to develop and encourage data-driven best practices in municipal government and foster a culture of innovation, efficiency, and process improvement.

Essential Job Functions

- Develops the City's annual Innovation workplan focusing on improving the delivery of municipal services
- Analyzes policies, practices, system, procedures, workload standards, and organizational structures
- Designs benchmark surveys and quantitative techniques to improve the productivity and quality of operations and build an effective workforce.
- Recommends innovative management strategies and complex departmental turnaround plans. Inspects business processes and service delivery methods to identify efficiencies and reduce cost
- Conducts analytical research and presents implementation alternatives on various public administration functions and service delivery activities.
- Evaluates staffing requests and recommends staffing levels to ensure the efficient and effective utilization of human resources.
- Presents organizational improvement recommendations to the City Council, City Manager's Office, Departments and outside agencies.
- Prepares comprehensive recommendations aimed at resolution of organization, management, and employee utilization opportunities. Proposes organizational configurations to meet the business strategic goals of the City.
- Maintains contacts with other organizations and consultants to obtain and exchange organizational and human resources information.
- Coordinates the City's Community and Employee Budget Input process. Works closely with the Budget Director and the Director of Government and Public Affairs
- Responsible for the City's Performance Measures Program. Provides quarterly reports to the City Council on city services performance outcomes.
- Reviews the formal literature on organizational planning to adapt new ideas for the City.
- Prepares and monitors division budget.
- Selects, motives, and evaluates Innovation staff; implements and administers disciplinary and termination procedures
- Assists the City Manager's Office on special projects, as requested.
- Performs related duties and fulfills responsibilities as required.



**Winner of ICMA's prestigious
Excellence in Performance
Management Certificate
four years in a row**



Requirements

- Bachelor's Degree from an accredited college or university with major coursework in Public or Business Administration, or a related field. **A Master's Degree in a related field is highly desirable.**
- Four (4) years of progressive responsible experience in organizational performance review, change management, creative leadership, human resources planning, and statistical analysis, preferably in municipal government.
- Equivalent combination of experience and education.

The Ideal Candidate

The ideal candidate will have:

- Knowledge of performance measurement techniques, applied statistical analysis, organization strategic planning, operations research and human resources planning.
- Knowledge of principles and practices of supervision, training, and personnel management.
- Knowledge of principles and practices of budget preparation and administration.
- Ability to communicate clearly and effectively, both verbally and in writing.
- Ability to establish and maintain effective working relationships with City staff, other government officials, community groups, the general public, and media representatives.
- Ability to analyze complex organizational structures and functional relationships.
- Ability to write clear and concise reports.
- Ability to apply mathematical and statistical methods to organizational studies.
- Ability to identify and respond to community and City Council issues, concerns and needs
- Ability to make presentations to groups.

The Community

Located in south central Texas approximately 140 miles north of the Gulf of Mexico, the City of San Antonio has a population of more than 1.32 million. The seat of Bexar County, San Antonio is the seventh largest city in the United States and the second largest city in Texas.

The economy of San Antonio is an excellent mix of business services, manufacturing, health care, communications, corporate and regional offices, government and the convention and tourism industry.

The City of San Antonio offers its residents one of the most attractive and affordable lifestyles in the United States. A plentiful supply of high-quality housing, and low utility rates to owners are among the substantial cost-of-living advantages of this culturally unique city.

The world famous River Walk is the single most visited site in all of Texas. The second most visited Texas site is the historic Alamo, only a short distance away from the River Walk.

Major theme parks include Sea World of Texas and Six Flags Fiesta Texas. San Antonio is rich in recreational and cultural opportunities and is home



Compensation & Benefits

Offered salary will be dependent on the selected candidate's qualifications and education (DOQE). The City also offers an attractive benefits package including:

Executive Car Allowance – Executives receive a monthly car allowance of \$500.

Cell Phone Allowance – Executives receive a monthly cell phone allowance of \$70.

Health Care – The City offers two health care plan options which offers employees a choice of deductible, co-insurance and co-payment levels.

Retirement – City of San Antonio employees automatically become members of the Texas Municipal Retirement System on date of employment. Employee contribution is 6%, and the City contributes 2 times employee contribution. Employees become 100% vested after 5 years of service.

Deferred Compensation – The City offers two voluntary Section 457 Deferred Compensation programs including a match up to 2% of the annual salary. Deferred Compensation is a supplemental retirement savings program, which allows employees to contribute a portion of their salary before Federal taxes.

Life Insurance – Basic term life insurance benefits are provided at no cost to City employees and are equivalent to one (1) times employee's annual salary.

Holidays – 13 Holidays

Leave/Vacation – City Employees receive Annual and Personal leave; accrual based on seniority.

Relocation Assistance – Available.

To Apply

If you are interested in this outstanding opportunity, please send cover letter, resumé, references and salary requirements to:

saexecsearch@sanantonio.gov

This position is open until filled; however, the first review of resumes will be Wednesday, January 20.

Following the first review date, resumes will be screened in relation to the criteria outlined in this brochure. Candidates selected for interview will be contacted by the City of San Antonio's Executive Recruiter.

For additional information please contact:

Joel Jenks, Executive Recruiter
City of San Antonio
Human Resources Department
P.O. Box 839966
San Antonio, TX 78283
Phone: (210) 207-5173

Please note: Under the Texas Public Information Act, information from your resumé may be subject to public disclosure.

The City of San Antonio is an Equal Opportunity Employer.

