



City of Phoenix

Office of Innovation Administrator (Non-Classified)

Job Code:	06280	Job Function:	General Administration
Salary Plan:	018	Grade:	912
FLSA:	Exempt	Labor Assign:	Non-Represented Groups
Benefit Cat:	010	EEO-4:	Officials and Administrators
SOC:	11-1110.00	Last Revision:	January 2025

This description shall not be held to exclude other duties not specifically mentioned that are of similar kind or level of difficulty as the examples of typical functions of the classification. They are intended to describe the general nature and level of work being performed by individuals assigned to positions in this classification.

DEFINITION:

The fundamental reason this classification exists is to manage the comprehensive activities of the Office of Innovation. Duties include partnering with residents, city departments, and local and national organizations to advance solutions to some of the City's most pressing problems; preparation and presentation of programs for the consideration of City leadership and City Council; and the implementation of approved programs. The incumbent exercises considerable initiative and independent judgment.

SUPERVISION RECEIVED/GIVEN:

Work is performed under general direction of the City Manager, Assistant City Manager, Deputy City Manager or other.
Supervision is exercised over professional and administrative support positions.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only):

- Works with residents, local and national organizations, and City leadership, administrative officers and employees to plan, organize, and implement programs on matters affecting the City
- Uses data to deliver effective, efficient and equitable impacts for the City and its diverse communities.
- Briefs the City leadership on matters of concern and presents program proposals for approval and submission to the City Council
- Meets and corresponds with various citizen, professional, business and other groups to answer questions and secure their help in carrying out various programs
- Plans and reviews work relating to the City budget for the assigned area
- Meets with the Mayor and/or City Council and attends Council meetings and makes reports concerning activities for which responsible
- Reviews results of major studies and coordinates the preparation of reports and recommendations
- Confers with officials of City, County, State, and Federal agencies and other local and national organizations regarding plans and priorities for existing and planned programs
- Represents the City in various conferences and meetings
- Maintains regular and reliable attendance



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- Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity
- Works more than forty hours in a workweek without additional compensation to perform assigned job duties, including weekends, evenings, early morning hours, and holidays as required

REQUIRED KNOWLEDGE AND ABILITIES:

Knowledge of:

- Principles and practices of public administration and municipal government.
- Public administrative research methods, techniques, and methods of report presentation.
- Municipal operations.
- Principles underlying the laws and regulations of the municipality.
- Best practices in gathering and using data to support innovative solutions.

Ability to:

- Learn the City Programs, problems, and resources available to resolve municipal problems.
- Analyze a variety of administrative, operational, fiscal, and social problems and make sound recommendations for solutions.
- Develop working procedures and programs.
- Perform a broad range of supervisory responsibilities over others.
- Communicate orally in the English language with customers, clients, and the public in face-to-face, one-on-one settings, in group settings, and using a telephone.
- Produce written documents in the English language with clearly- organized thoughts with proper sentence construction, punctuation, and grammar.
- Work cooperatively with others.
- Work safely without presenting a direct threat to self or others.
- Comprehend and make inferences from written material in the English language

Additional Requirements:

- Some positions require the use of personal or City vehicles on City business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record. Use of a personal vehicle for City business will be prohibited if the employee is not authorized to drive a City vehicle or if the employee does not have personal insurance coverage.
- Some positions will require the performance of other essential or marginal functions.

ACCEPTABLE EXPERIENCE AND TRAINING:

Five years of experience in municipal management positions with authority for program direction and budget administration, or for coordination and supervision of such functions, and a master's degree in public or business administration. Other combinations of experience and education which meet the minimum requirements may be substituted.