General Statement of Duties

Performs advanced, specialized professional level work by serving as a key advisor to an Appointing Authority/Executive, providing advice and counsel on a wide range of highly complex strategic, policy, organizational, and management issues, and making recommendations that have significant and long-term impact on city/departmental policies and priorities.

Distinguishing Characteristics

This class acts as a “chief of staff” or an Advisor to an Appointing Authority/Executive. Typically, a department would have only one Strategic Advisor position. The work of a Strategic Advisor may have city-wide impact or may have agency/department impact. The work of a Strategic Advisor frequently deals with futuristic implications and high profile projects.

A Strategic Advisor is distinguished from a Management Analyst IV that performs specialized, complex, and multi-dimensional analytical work which includes conducting and executing studies/projects for areas with little or no procedural precedent which have city-wide and/or major department(s) policy implications and providing top level management with information necessary for decision-making and long-range organizational planning. A Strategic Advisor is distinguished from a Manager I that manages an operational and/or functional area(s) and performs some elements of supervision by recommending and implementing plans, procedures, policies, programs, and projects. Additionally, a Strategic Advisor is distinguished from a Manager II that directs and manages an operational and/or functional area(s) by developing objectives while implementing strategies and managing plans, programs, and projects.

Guidelines, Difficulty and Decision-Making Level

Guidelines are generally in the form of stated objectives only, with issues and factors largely undefined, requiring the employee to exercise creativity and ingenuity in devising criteria, techniques, strategy and methodologies for approaching assigned functions or projects.

Duties performed involve concepts, theories and concrete factors to be evaluated and weighed, requiring a high degree of analytical ability, and independent judgment and decision-making.

Work assignment is generally unstructured and employee is responsible for organizing complex, varied and simultaneous coordination of several functions, programs or projects in various stages of completion.

Level of Supervision Received & Quality Review

Under executive direction, the employee is delegated personal responsibilities and authorities over a department division, agency or department. Agency manager or director, the Mayor, cabinet member or a commission or board, may review work for soundness of judgment and conclusion.

Interpersonal Communication & Purpose

Contacts of a non-prescribed nature involving the negotiation and resolution of non-routine problems encountered and where exceptional degrees of discretion and judgment and specialized knowledge are required in carrying out the programs and policies of an organization.
Level of Supervision Exercised

By position, performs supervisory or lead work duties.

Essential Duties

Serves as an advisor or “chief of staff” to Appointing Authorities/Executives and makes recommendations that shape policies that have significant long-term impacts on the city’s resources, priorities, and direction.

Researches and analyzes sensitive, controversial, and/or highly visible policy issues, defines/frames issues, determines appropriate methods of approach, and conducts or facilitates analysis of relevant data including best practices.

Develops proposals, recommendations, and short and long term policy options, devises implementation strategies and their impact including developing internal and external involvement strategies, and discusses with Appointing Authorities/Executives recommendations, options, alternatives, and courses of action that most effectively achieve overall city goals.

Participates in the analysis of proposed legislation, regulation, and/or other significant issues related to the city’s priorities, goals, and services and represents the city at meetings and intergovernmental activities to influence legislative and/or regulatory change, garner support, shape opinions, and advocate controversial positions in order to achieve the city’s goals, interests, and needs.

Acts as a technical expert in a specific field and provides leadership, focus, and direction to cross functional, departmental, and/or jurisdictional teams in order to achieve important city objectives related to the city’s priorities.

Cultivates, fosters, and maintains positive working relationships with representative from agencies, departments, community and business groups, legislative officials, and other stakeholders to gain their cooperation and support to further organizational interests and objectives.

By position, performs lead work or supervises employees, provides guidance and technical support, and assists employees with difficult and/or unusual assignments.

Performs other related duties as assigned.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

Competencies

Influencing/Negotiating – Persuades others to accept recommendations, cooperate, or change their behavior, works with others toward an agreement, and negotiates to find mutually acceptable solutions.

Reasoning - Identifies rules, principles, or relationships that explain facts, data, or other information; analyzes information and makes correct inferences or draws accurate conclusions.

Political Savvy - Identifies the internal and external politics that impact the work of the organization. Perceives organizational and political reality and acts accordingly.

Strategic Thinking - Formulates objectives and priorities, and implements plans consistent with the long-term interests of the organization in a global environment. Capitalizes on opportunities and manages risks.
Technical Competence – Uses knowledge that is acquired through formal training and extensive on-the-job experience to perform one’s job, works with, understands, and evaluates technical information related to the job, and advises others on technical issues.

Working with People - Shows respect for the views and contributions of other team members. Shows empathy, listens, supports, and cares for others, and reconciles conflict.

**Knowledge & Skills**

Knowledge of planning, coordination, and execution of business functions, resource allocation, and production.

Knowledge of financial analysis and research techniques sufficient to be able to determine what information is needed and secure, analyzes desired information, and integrates research into reports and/or databases.

Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.

**Education Requirement**

Bachelor’s Degree in Business Administration, Public Administration, Management, or a related field.

**Experience Requirement**

Three (3) years of professional experience at the type and level of Management Analyst III or planning and conducting operational and/or management studies including determining study methods and procedures, analyzing data, developing recommendations and implementation strategies, and preparing reports of findings and recommendations.

**Education & Experience Equivalency**

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

Additional appropriate education may be substituted for the minimum experience requirements.

**Licensure & Certification**

By position, requires a valid Driver's License at the time of application.

Licenses and certifications must be kept current as a condition of employment.

**Working Environment**

Pressure due to multiple calls and inquiries.
Subject to many interruptions.
Subject to traffic, roadways, and pedestrians.

**Level of Physical Demand**

1-Sedentary (0-10 lbs.)

**Physical Demands**

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):
Sitting: remaining in the normal seated position.
Talking: expressing or exchanging ideas by means of spoken words.
Hearing: perceiving the nature of sounds by the ear
Lifting: raising or lowering objects weighing no more than 10 pounds, from one level to another.

### Background Check Requirement

- Criminal Check
- Employment Verification
- Education Check
- By position, Motor Vehicle Record

### Assessment Requirement

None

### Probation Period

Six (6) months.

### Class Detail

- Pay Grade: A-816
- FLSA Code: Y
- Management Level: 9
- Established Date: 9/21/2018
- Established By: Lori Schumann
- Revised Date: 1/1/2019
- Revised By: Susan Keller
- Class History:

  01/01/2019 - Updated pay grade per pay survey market changes.