



Office of Human Resources
Strategic Advisor - MA2399
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General Statement of Duties

Performs full performance professional level plans review work, working directly with contractors and homeowners to approve complex residential and commercial zoning and building permit requests.

Distinguishing Characteristics

This class acts as a “chief of staff” to an Appointing Authority/Executive; consequently, a department would have only one Strategic Advisor position. The work of a Strategic Advisor has city-wide impact and deals with futuristic implications.

A Strategic Advisor is distinguished from a Management Analyst Specialist 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.

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

At-Will Position.

Class Detail

Pay Grade: A-816

FLSA Code: Y

Established Date: 12/14/2018

Established By: LS

Revised Date:

Revised By:

Class History: