

City of Dunedin, Florida
Class Description

JOB TITLE: Strategy & Sustainability Manager
City Manager
Strategy & Sustainability Division

GENERAL STATEMENT OF JOB

Under general supervision, performs highly responsible administrative and technical work of considerable difficulty and responsibility in coordinating a variety of assigned projects designated by the City Manager and Deputy City Manager. Duties are performed with wide latitude for exercising independent judgment, discretion and initiative. Reports to the City Manager.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbent (s) of any particular position.

Strategic Planning:

Collaborate with staff, leadership, and the community to develop and implement strategic plans aligned with the Dunedin's mission and goals.

Aligns, coordinates, implements, and tracks the execution of the City of Dunedin strategic plan;

Provide strategic recommendations and support the development of action plans to optimize performance and achieve desired outcomes.

Collaborates with departments and divisions to bring programs, services and operations in alignment with the strategic plan.

Performance Measurement/Management:

Develop and implement a comprehensive performance management framework to monitor and evaluate organizational performance.

Define and track KPIs across departments, measure progress, and identify areas for improvement.

Analyze performance data, identify trends, and provide insights to inform decision-making processes.

Serves as a resource to executive leadership, departments, and divisions in identifying, planning, and implementing performance improvements strategies and initiatives.

Innovation & Continuous Improvement:

Foster a culture of innovation, creativity, and continuous improvement within the organization.

Identify opportunities for process optimization and efficiency enhancements to drive productivity.

Promotes innovation and continuous improvement in organizational processes and services, advocates for best practices in local government, and works collaboratively with departments on execution of strategic goal-oriented performance improvement.

Sustainability Innovation:

Collaborates with City departments and vendors to coordinate organizational energy and sustainability programs; evaluate and propose renewable energy, retrofit, and other efficiency projects for existing facilities.

Participate in capital improvement and new construction projects concerning building design to ensure maximum resource efficiency and sustainable building practices and support building and infrastructure certifications; explores and executes new ideas and innovative strategies in city plans.

Research alternative/renewable energy technologies and determine their feasibility and cost-effectiveness.

Cultural and Community Innovation:

Conducts listening sessions, focus groups, task force meetings, and neighborhood meetings as needed.

Liaison to the Arts & Culture Advisory Committee and its Subcommittee(s). Oversees implementation of the City's Public Art Master Plan (PAMP), and supervises the Arts

Consultant. Manages public art project, presents to the Commission for approval.

Manages the Sister Cities Program with Stirling, Scotland and Summerside, PEI, Canada. Works with local organization and our two sister cities on coordinating events.

Works with the City Commission and City Manager to develop and implement the legislative platform, legislative priority and legislative impacts, including lobbying efforts and advocacy on behalf of the City of Dunedin.

General:

Leads, facilitates, and/or contributes to other projects as assigned;

Serves as a Project Manager on programs and projects to improve the efficiency of the City;

Prepares and delivers correspondence, memos, studies, project proposals, grant applications, reports, agenda items, or presentations as required.

Establishes and maintains strong relationships between the City and organizations and businesses on behalf of the City Manager's Office;

Participates in external events that are connected to the City's strategic priorities and help further it as a leader in civic innovation.

Defines, evaluates, and communicates project milestones, service level agreements, and resource allocation to executive team, department leads, support staff, and end users.

Prioritizes and schedules work assignments; conducts employment interviews; provides performance evaluations, feedback, and possible discipline.

Must work the schedule necessary to meet the requirements of the position.
Performs other duties as assigned.

MINIMUM TRAINING AND EXPERIENCE

Requires graduation from an accredited four-year college or university with a Bachelor's Degree or above in Public Administration, Business Administration or a related field with three years of related experience. Master's degree preferred.

Government experience preferred.

An equivalent combination of training and experience which provides the required skills, knowledge and abilities may be considered.

SPECIAL REQUIREMENTS

Requires a valid Florida driver's license.

This position is Category B for the purposes of Dunedin Emergency Management. The incumbent may be required to remain onsite/ available as scheduled during times of emergency as declared by the City/County Commission or City Manager, or report for duty immediately following an emergency event.

PERFORMANCE INDICATORS

Knowledge of Job: Has thorough knowledge of the methods, procedures and policies as they pertain to the performance of essential duties of the assigned role. Work requires flexibility, and the ability to handle difficult situations with tact and professionalism. Knowledge of business and administrative practices and computer applications relating to the City Manager's office. Ability to make decisions in accordance with rules, regulations or policy and apply these to work problems, relieving City Manager and

Deputy City Manager of detail. Is skilled in applying a significant attention to detail in coordinating multiple projects simultaneously as well as preparing reports and correspondence. Must possess a high level of integrity, and is able to maintain confidentiality as required. Has the ability to plan, organize and prioritize daily assignments and work activities. Must have the ability to learn and utilize new skills and information to improve job performance and efficiency. Clearly understands any occupational hazards and adheres to all safety precautions inherent in performing the essential functions of the work.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to research, compile and present data in an article and understandable format. Has the ability to comprehend, interpret and apply regulations, procedures and related information. Includes judging whether readily observable functional, structural or compositional characteristics are similar to or divergent from prescribed standards, procedures or routines.

Human Interaction: Knows how to perform duties in a courteous manner and with the utmost integrity in the best interests of the city and the public. Requires the ability to exchange information for the purpose of obtaining information or clarifying details. Performs such within well-established policies, procedures and standards. Ability to establish and maintain effective working relationships with city officials, department heads, city employees, representatives of other governmental organizations, officials and the general public. Is able to offer assistance to fellow employees as needed.

Equipment, Machinery, Tools and Materials Utilization: Requires the ability to use, operate and/or handle equipment such as a computer, copier, fax machine, recording equipment, calculator, telephone. Has knowledge of and skill in the use of modern office practices and equipment.

Verbal Aptitude: Has knowledge of proper English usage, vocabulary, punctuation and spelling. Requires the ability to use a variety of reference and descriptive data and information. Must be able to communicate in an articulate and effective manner; requires the ability to speak, write and understand the English language.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; calculate decimals and percentages; may require ability to utilize principles of fractions and/or to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of rational systems. Ability to interpret instructions furnished in various forms. Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Is able to read and interpret various materials pertaining to the responsibilities of the job.

Situational Reasoning: Requires the ability to exercise the judgment required in situations characterized by repetitive or short-cycle operations covered by set procedures or sequences. Is able to use independent judgment in performing routine and non-routine tasks.

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert a small amount of physical effort in sedentary to light work involving moving from one area of the office to another; some Physical Ability: Tasks involve the ability to exert a small amount of physical effort in sedentary to light work involving moving from one area of the office to another; some field data collection; some positions require sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as data entry, drafting, filing and/or the use of office equipment or supplies.

Sensory Requirements: Tasks require visual and auditory perception and discrimination as well as oral communications ability.

Environmental Factors: Tasks are regularly performed without exposure to adverse environmental conditions. Tasks may require extensive VDT exposure.

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



City Manager



Date