



**City of South Bend
Position Description**

Title	Chief Innovation Officer		Position Code:	
Department:	Administration & Finance			
Reports To:	City Controller			
FLSA Status:	Exempt	Collective Bargaining Representation:	None	
Driver's License:	<input checked="" type="checkbox"/> Operator License is required			
Other:	Security Sensitive: Yes	Safety Sensitive: No	Child Related: No	
Effective:	10/15/2014	Revisions:		
HR Director Approval:			Date:	

POSITION SUMMARY:

The Chief Innovation Officer will play a vital role in working with the City's leadership team to create, formalize, and embed strategy and innovation throughout the City of South Bend's departments and employees. This individual will support all elements of the City-wide strategic planning process. The Chief Innovation Officer will work with internal and external partners on behalf of the City to encourage innovative practices with the goal of fostering a culture of innovation against strategic long-range planning objectives within the City of South Bend. He or she will seek opportunities to introduce provocative ideas that challenge the status quo and encourage a culture of curiosity and external awareness.

SUPERVISION EXERCISED:

- Responsible for overseeing division functions and supervision of 1-2 staff members.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This list represents the types of duties required by the position. Other duties may be assigned as reasonably expected.

- Develop, refine, and implement strategy and analytic processes and tools.
- Establish collaborative, effective, and trusting relationships with key internal business leaders and functions to ensure a free flow of information and ideas.
 - Provide training and collaboration in the development and articulation of strategic innovation strategies.
- Forge partnerships with local community groups, companies, and universities that can support the research and development of innovative solutions.
- Plan and execute programs that promote local development of innovative solutions. • Ensure all innovation programs are managed within the goals, timelines and budgets.

NON-ESSENTIAL/MARGINAL FUNCTIONS:

- Performs other duties and assumes other responsibilities as apparent or as delegated.

EDUCATION / QUALIFICATIONS:

To perform this position successfully, an individual must be able to perform each essential duty in a satisfactory manner. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- BA/ BS degree required in Business, Public Administration and/or other closely-related fields. MBA or equivalent preferred.
- Demonstrated experience in the field of strategy/innovation.

KNOWLEDGE AND ABILITY:

- Highly team oriented who will provide bold thinking to stimulate a renewed energetic approach to strategy.
- Strong overall business acumen, good instincts, and a clear understanding of how the City operates. Excellent judgment and analytical ability to make recommendations/decisions and to resolve complex problems.
- Strategic thinking, planning, and project management skills. A strategic thinker who balances thought leadership and best practices with strong results-orientation.
- Flexibility to manage multiple assignments and maintain confidentiality of sensitive information. • Ability to thrive in a highly dynamic, time sensitive and collaborative environment. • Extensive analytical ability, business modeling and business plan generation, and process development experience.
- Proven ability to deliver value and the ability to manage both breakthrough and incremental innovation within the organization.
- Open, inclusive, results-orientated, a change agent, self-starter and evangelist for ideation and innovation.
- Excellent communication skills and the ability to use different techniques to communicate and source ideas from diverse areas within the City.

CERTIFICATES, LICENCE, REGISTRATION:

- Valid Driver's License and acceptable driving record

EQUIPMENT:

- Desktop and laptop computer; telephone, copier, and facsimile machine.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and walk, and talk or hear. The employee is occasionally required to walk; use hands and fingers, handle or feel objects, tools or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required in this job include vision and the ability to adjust focus.

WORK ENVIRONMENT:

Work is performed in office settings, with moderate inside temperatures. The noise level in the work environment is usually quiet to moderate in the office. Entire office is smoke free.

DISCLAIMER:

The above statements are intended to describe the general nature and level of work being performed by

individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. The City of South Bend is an at will employer.

REQUIRED:

Pre-Employment Drug Screen

Equal Employment Opportunity Employer

EMPLOYEE ACKNOWLEDGEMENT

I, _____, acknowledge review of this job description.
(Employee Name – PRINT Name)

Employee Signature: _____ Date: _____

Supervisor Name (Please print): _____

Supervisor Signature: _____ Date: _____

