

Strategic Initiatives Coordinator

\$70,000.00-\$82,000.00

General Definition of Work

Performs difficult professional work assisting the City Management Team in a variety of special projects, legislative tracking, grant support and strategic initiatives and assignments relating to the planning and evaluation of City programs. Coordinates and manages special programs as assigned. The position partners with various departments of the City to coordinate initiatives and projects that align with the City's mission and goals. Work is performed under the supervision of the City Manager.

Essential Job Functions

- Serves as coordinator for projects and initiatives including policy and process improvement, projects aligned with Council and executive leadership priorities, strategic planning, legislative analysis, and civic engagement;
- Tracks, analyzes, and disseminates information related to General Assembly bills and state legislation affecting the City;
- Serves as a liaison for citizen requests and assists with community engagement needs in support of the City Manager's Office;
- Researches and analyzes new grant opportunities from federal, state, and private agencies that may benefit the City and presents to City Management, Finance, and applicable department(s) for review and consideration;
- Assists departments with grant applications and provides periodic financial and non-financial data related to programs to include maintaining a master listing of all City grants, their purpose, match requirements, and primary requirements;
- Assists in managing and coordinating City internship opportunities in collaboration with departments and education institutions;
- Maintains a master list of and serves as the initial point of contact for leases with the City as Lessor and Lessee; and tracks and communicates upcoming milestone, renewal options, or expirations to City Management and applicable department(s);
- Prepares and presents special reports and data to the City Council, City Manager, Assistant City Manager, Department Directors, Boards, and Commissions;

- Performs other duties as assigned.

Knowledge, Skills, and Abilities

Skills in project planning, data analysis, policy review, and multi-departmental coordination. Strong research and analytical capabilities. Ability to manage multiple complex projects and meet deadlines with minimal supervision. Ability to work with necessary computer programs to track data, financial information, and project timelines. Strong verbal and written communication skills. Ability to work cooperatively with employees and to contribute to teamwork efforts.

Education and Experience

Undergraduate degree from an accredited college or university with a major in public administration, business administration, urban planning, economics or related field and moderate experience in project/program management, data analyses, and/or equivalent combination of education and experience. Graduate degree in finance, public administration, business administration, organization leadership, or equivalent is a plus.

Special Requirements

Possession of a driver's license valid in the Commonwealth of Virginia.

Physical Requirements

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires sitting and using hands to finger, handle or feel, frequently requires speaking or hearing and repetitive motions and occasionally requires standing and walking; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).