



# City of Boulder, Colorado

Service Excellence for an Inspired Future.



## INNOVATION AND ANALYTICS OFFICER



## CITY GOVERNMENT

Boulder is a Home Rule Municipality that is self-governed under the Constitution of the State of Colorado. The City operates under the Council (elected at-large) setting policies and the council-appointed City Manager administering city operations.

The City's website provides extensive information regarding the organization, key community issues, and current work plan priorities:

[www.bouldercolorado.gov](http://www.bouldercolorado.gov)

## THE CITY OF BOULDER

Located at the base of the foothills of the Rocky Mountains - where the Rocky Mountains meet the Great Plains - Boulder is world-renowned for its natural beauty, commitment to sustainability and progressive policies. Nestled 35 miles northwest of Denver at an elevation of 5,430 feet, Boulder is home to 103,000 residents, the state's largest university - CU Boulder, 14 federal research labs, and a vibrant entrepreneurial community focused in areas such as digital mapping, media, clean energy, active living, and natural and organic foods.

Boulder has a long history of citizen action and vision-driven planning, which has shaped the City's physical form and character, from the purchase and protection of the mountain backdrop in the late 1800s, to the creation of the country's first open space preservation tax, which has created a 45,000 acre greenbelt around the 16,500 acre City.

Boulder has achieved national recognition for its high quality of life and economic vibrancy, finding itself on the top of many "best of..." lists. With a moderate climate and 300+ sunny days a year, it is truly an amazing place to live, work and play.



For more information on the City of Boulder click [HERE](#).



## THE IDEAL CANDIDATE

The Innovation and Analytics Officer position will be focused on providing citywide oversight of metrics and data analytics to facilitate strategic utilization of data. Once the data has been analyzed and understood, the Officer builds actionable thoughts and processes to be used throughout the enterprise. The Officer will be the guru for business analytics and will have the skills, knowledge of the technologies, and practices for continuous iterative exploration and investigation of past business performance to gain insight and drive business planning.

Must be able to work across the organization to foster an improved culture of innovation, accessibility, efficiency and accountability. This includes the following: acting as methodology expert and facilitator for the most critical innovation teams across the city, supporting them in “raising the bar” of their aspirations. Responsible for training other managers to perform these roles as well as allowing them to support innovation in their respective departments. Will provide insights; strategic innovation; promote open innovation; and introduce group tools and processes that encourage creative thinking.

The Innovation and Analytics Officer will work in a collaborative manner with the Information Technology department to foster high-performing project teams dedicated to achieving innovative and inspiring results.

The successful candidate will have experience in policy analysis, data analysis, strategic thinking, research, policy development, and public process facilitation skills and experience. Direct experience working on innovation and data governance. Demonstrated ability to analyze complex problems, develop and present recommendations, write reports, produce requests for proposals, and implement changes.

## KEY CHARACTERISTICS

**Comfort around Higher Management and Business Leaders:** demonstrates composure, confidence and respect when working with higher level management, boards and commissions, council members and business leaders and organizations.

**Communicating with the public:** must be able to respond comfortably, clearly and concisely when engaged by the public.

**Writing and Speaking:** Must have the oral and written skills necessary to achieve clarity about mission, projects, and new services; both internally and externally.

**Data Analysis, Governance, and Inventorying:** is capable of developing a program across the organization where data collection and data inventorying programs are developed.

**Strategic Support:** initiate the development of new programs, and strategies for streamlining services. Plan, design, implement, evaluate and coordinate delivery of services, determine and implement appropriate changes and improvements to ensure effect, cost-efficient solutions.

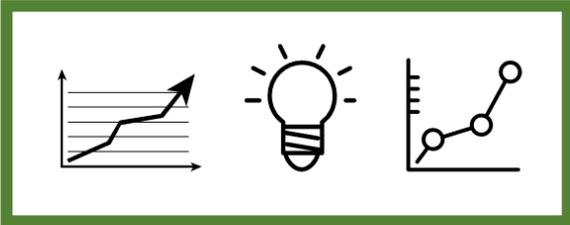
**Creativity:** must be able to promote non-traditional approaches and solutions to problems and be able to communicate the opportunity associated with these solutions.

**Dealing with Ambiguity:** is comfortable with change and uncertainty. Can be effective and make work appropriate decisions based on available data.

**Organizational Agility:** understands how to get things done in the organizational or planning environment. Uses interpersonal skills and relationships to work through available processes and resources, using both informal and formal channels to achieve results.

**Building Effective Teams:** creates strong morale and spirit, fosters open dialogue, shares wins and successes, defines success in terms of the whole team, and creates a feeling of belonging in the team.

**Priority Setting:** Quickly zeroes in on, and spends his/her time and the time of others on what's important. Identifies barriers to accomplishing a goal and eliminates roadblocks.



### CORE RESPONSIBILITIES

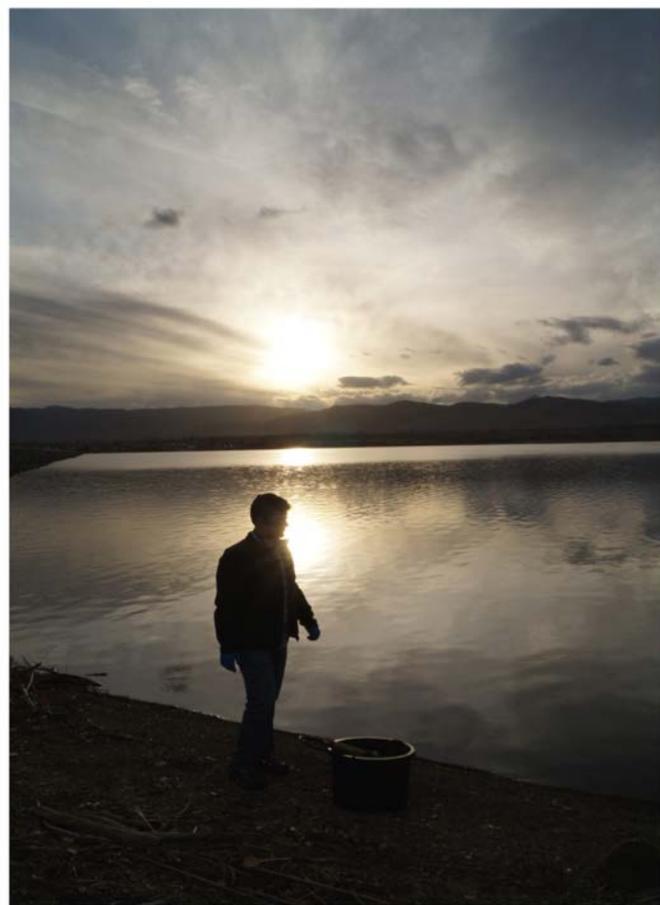
Work across the organization to foster an improved culture of innovation, accessibility, efficiency and accountability.

Provide citywide oversight of metrics and data analytics to facilitate strategic utilization of data.

Work in a collaborative manner to foster high-performing project teams dedicated to achieving innovative and inspiring results.

Serve as a representative of the City Manager's Office on community issues.

As assigned, provides oversight, work direction and supervision.



### EXPERIENCE AND EDUCATION

Master's degree in a relevant field (including engineering, business administration, computer science, political science, public administration, urban planning, or related field) and eight or more years of experience in increasingly responsible positions in a progressive, complex and fast paced organization or any equivalent combination of education and experience. Demonstrated project management, including administrative, planning, and organizational skills, and demonstrated ability to coordinate and manage multiple complex projects involving competing interests and objectives. Ability to manage consultants, and delegate and coordinate complex assignments.

Demonstrated ability to handle complex projects of a confidential and/or sensitive nature. Track record of creative project implementation and documented return on investment.

Experience in policy analysis, data analysis, strategic thinking, research, policy development, and public process facilitation skills and experience. Direct experience working on innovation and data governance. Demonstrated ability to analyze complex problems, develop and present recommendations, write reports, produce requests for proposals and implement changes. Demonstrated ability to work independently with minimal supervision, to assume responsibility, to prioritize and resolve problems, to work under pressure, to pay close attention to detail, to coordinate tasks to completion and provide quality control for responsiveness and customer satisfaction. Excellent verbal and written communication skills, with the ability to effectively communicate and interact with the public and all levels of personnel within the city in a positive and cooperative manner. Superior knowledge of computers and applications including word processing, spreadsheets (Excel), email and Internet. Valid driver's license. Have and maintain acceptable background information, including criminal conviction history and motor vehicle record.

#### DESIRED QUALIFICATIONS - In addition to the required minimum qualifications:

Direct experience working on innovation and data governance in municipal government. Experience working with local, state or federal government agencies. Related professional experience with an active and highly engaged university community. Supervisory experience or experience in managing contractors/consultants.



## COMPENSATION & BENEFITS

The salary range for this position is \$109,000.00-\$166,000.00. Actual salary will depend on the qualifications of the successful candidate. In addition, the City offers a benefit package that includes:

**Retirement:** The City offers a Defined Benefit Plan (Colorado Public Employees' Retirement Association); optional PERA 401(k) and ICMA 457 Plans available.

**Life and Accidental Death & Dismemberment Insurance:** 1.5 times annual salary.

**Medical Insurance:** Three medical plan options are available for employee and dependents.

**Dental and Vision Insurance:** Available for employee and dependents.

**Annual Leave:** Annual leave starting at 11 days/year increasing with years of service.

**Sick Leave:** 14 days per year.

**Holidays:** 10 full-day holidays, 2 half-day holidays, up to 3 floating holidays (depending on hire date).



## APPLICATION PROCESS & RECRUITMENT SCHEDULE

For more information and to receive full consideration, apply by sending your credentials to:

Linda Paul, President of The Search Partnership. [lindapaul@searchpartnership.net](mailto:lindapaul@searchpartnership.net)

**Open Until Filled**