



Assistant Director of Strategic Initiatives

SUMMARY

Under administrative direction, assists in planning, organizing, directing and evaluating strategic initiatives, legislative affairs, intergovernmental relations, grant administration, and other executive-level programs and projects; coordinates assigned activities with Town departments, elected officials, governmental agencies, community organizations, and the public; provides complex policy analysis and organizational support to executive management; fosters collaborative relationships among stakeholders; and performs related work as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Town Manager or designee. Exercises direction and supervision over professional, technical, and clerical staff.

ESSENTIAL FUNCTIONS -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and duties performed by incumbents of this class. Employees are required to be in attendance and prepared to begin work at their assigned work location on the specified days and hours. Factors such as regular attendance at the job are not routinely listed in job descriptions but are an essential function. Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Essential duties and responsibilities **may** include, but are not limited to, the following:*

- Assists in the planning, development, implementation, and evaluation of the Town's strategic initiatives, legislative affairs, grant administration, Apple Valley Choice Energy (AVCE), environmental compliance, transit, and waste management programs and services.
- Develops, implements, and evaluates goals, objectives, policies, procedures, and performance measures for assigned programs; recommends organizational and operational improvements to enhance service delivery and efficiency.
- Identifies, researches, prepares, submits, and administers grant applications and funding opportunities; monitors grant compliance, reporting requirements, and program performance to maximize external funding resources.
- Monitors, analyzes, and communicates federal, state, and regional legislative and regulatory activities affecting municipal operations; evaluates impacts and provides recommendations to executive leadership regarding legislative priorities and policy positions.
- Coordinates development and implementation of the Town's Legislative Platform and serves as a liaison with elected officials, governmental agencies, regional organizations, and legislative advocacy groups.
- Plans, manages, and oversees the daily operations, contracts, budgets, and performance of assigned programs, including Apple Valley Choice Energy (AVCE), transit, waste management, environmental, and sustainability initiatives.
- Monitors legislative, regulatory, and industry developments affecting environmental, energy, transit, and waste management programs and ensures compliance with applicable laws, regulations, permits, and reporting requirements.

- Conducts complex administrative, operational, financial, and policy analyses; develops recommendations and implementation strategies to support organizational priorities and executive decision-making.
- Develops and administers assigned program budgets; monitors expenditures, forecasts funding needs, evaluates financial performance, and recommends budget adjustments.
- Establishes and maintains collaborative working relationships with Town departments, governmental agencies, community organizations, business partners, utilities, contractors, consultants, and the public to advance strategic initiatives and organizational objectives.
- Represents the Town before the Town Council, committees, regional organizations, regulatory agencies, and professional associations; prepares and delivers presentations, staff reports, agenda items, and other complex written materials.
- Responds to complex public inquiries, concerns, and complaints regarding assigned programs and develops effective, customer-focused solutions.
- Monitors changes in laws, regulations, technology, and industry best practices affecting assigned program areas and recommends policy, operational, and procedural improvements.
- Oversees the maintenance of program records, official files, contracts, reports, and related documentation in accordance with legal and organizational requirements.
- Leads or participates in Town-wide strategic initiatives, organizational improvement efforts, and special projects as assigned by the Town Manager or designee.
- Performs other duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is a mid-level executive management classification responsible for assisting in the administration of Town-wide strategic initiatives and executive projects. The incumbent performs highly responsible administrative, analytical, legislative, and intergovernmental work requiring considerable independent judgment and political acumen. Responsibilities include overseeing assigned programs, directing strategic initiatives, coordinating legislative advocacy, pursuing grant funding opportunities, managing complex organizational projects, and representing the Town with governmental agencies and community partners. Successful performance requires extensive knowledge of municipal government operations, public policy, organizational management, and the ability to effectively advise executive leadership on sensitive and complex issues.

MINIMUM QUALIFICATIONS

Education, Training, and Experience Guidelines

An equivalent combination of training and experience that would provide the required knowledge, skills and abilities may be considered. A typical way to obtain the required qualifications would be:

Requires a Bachelor's degree from an accredited college or university with major coursework in public administration, business administration, political science, public policy, communications, or a related field, and five (5) years of progressively responsible experience in municipal government, governmental affairs, strategic planning, legislative affairs, grants administration, organizational management, or a related field, including at least two (2) years of supervisory or management experience. Possession of a Master's Degree is highly desirable.

LICENSE AND CERTIFICATION REQUIREMENTS

- Valid California class C driver's license with satisfactory driving record and automobile insurance.

Knowledge of:

- Principles and practices of public administration, strategic planning, project management, budgeting, contract administration, and program evaluation.
- Principles and practices of employee supervision, leadership, training, and performance management.
- Municipal government operations, organizational structure, and the role of elected officials.
- Federal, state, and local legislative and regulatory processes affecting municipal government.
- Legislative affairs, intergovernmental relations, and public policy development.
- Grant research, writing, administration, compliance, and reporting.
- Principles and practices of community choice energy (AVCE), environmental programs, transit, waste management, and sustainability initiatives.
- Applicable federal, state, and local laws, regulations, and policies related to assigned program areas.
- Administrative research, financial analysis, and report preparation.
- Public speaking, customer service, and effective stakeholder engagement.
- Modern office technology, software applications, and business communication.

Ability to:

- Plan, organize, direct, and evaluate complex programs, projects, and strategic initiatives.
- Analyze complex administrative, legislative, financial, and operational issues and develop practical recommendations.
- Monitor legislation, regulatory changes, and funding opportunities affecting Town operations.
- Prepare and administer grant applications and oversee grant-funded programs.
- Develop policies, procedures, budgets, reports, and strategic recommendations.
- Supervise, motivate, and evaluate assigned staff.
- Prepare and deliver clear, concise reports, presentations, and recommendations.
- Interpret and apply laws, regulations, contracts, and policies.
- Manage multiple priorities and exercise sound independent judgment.
- Establish and maintain effective working relationships with elected officials, government agencies, community organizations, staff, and the public.
- Communicate effectively, both orally and in writing.
- Represent the Town professionally before the Town Council, committees, regulatory agencies, and community organizations.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; operate a motor vehicle to attend meetings and visit various Town facilities; vision to read printed materials and a computer screen; and hearing and speech to communicate effectively in person, before groups, and over the telephone. The position requires frequent sitting, standing, and walking; occasional bending, stooping, kneeling, reaching, and lifting or carrying objects weighing up to 25 pounds. Finger dexterity is required to operate a computer keyboard and other standard office equipment and to prepare and review documents.

Employees primarily work in an office environment with moderate noise levels and controlled temperature conditions. The position requires occasional travel throughout the Town and to meetings, conferences, training sessions, and regional or governmental agencies. Employees

may occasionally work outdoors and be exposed to varying weather conditions while attending meetings or inspecting project sites. Work may involve interaction with elected officials, regulatory agencies, community organizations, consultants, contractors, and members of the public, including individuals who may be upset or dissatisfied.

**FLSA designations cannot be assigned to a class. An employer must show that each employee meets every requirement of the claimed exemption. The FLSA designation listed above is for general administrative guidelines.*