

City of Roswell, Georgia

JOB DESCRIPTION

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To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Deputy City Administrator/Senior Vice President of Planning, Performance, & Innovation (DCA/SVP-PPI)

Department: Administration

Pay Grade: 522

FLSA Status: Exempt

Job Code: A522

JOB SUMMARY

The Deputy City Administrator/Senior Vice President of Planning, Performance, & Innovation (DCA/SVP-PPI) serves as a key executive leader, collaborating with all City of Roswell departments to align strategy, innovation, and performance. Reporting to the Chief Operating Officer (COO), this position partners with the Operational Leadership Team (OLT) to drive city-wide initiatives, including robust departmental strategies, performance measurement, data-driven governance, organizational innovation, and strategic communications. The DCA/SVP-PPI leads comprehensive efforts to enhance efficiency, streamline operations, and modernize city functions through data analytics, technology adoption, and cross-departmental collaboration.

ESSENTIAL JOB FUNCTIONS

- Ensures that each core functional area—Human Resources, Communications, and Information Technology- fully integrates into broader enterprise-wide planning and coordination.
- Works with the COO, CFO, and Operational Leadership Team (OLT) to coordinate enterprise-wide planning, including the development of comprehensive business plans and three-year strategic plans. Ensures all initiatives have clear objectives, defined milestones, measurable outcomes, and are aligned with the City's long-term priorities and operational goals.
- Provides executive oversight of strategic communications, collaborating with the Mayor's Office, COO, CFO, OLT, and the Director of Communications to enhance public and employee engagement, strengthen internal messaging, and ensure clarity in external communications.

- Collaborates with the Human Resources Leader to strengthen Human Resources' role as a cultural driver of the City's values and leadership behaviors. Supports initiatives to position Roswell as a "Top Place to Work" by fostering an environment of engagement, professional growth, and organizational excellence.
- Works with Human Resources and operating departments to develop recruiting strategies that address workforce gaps and high-turnover positions while ensuring total compensation—including pay, benefits, and incentive programs—aligns with a performance-driven culture.
- Partners across the Operational Leadership Team (OLT) to develop and implement these critical programs, ensuring they support broader organizational goals and operational needs.
- Partners with the Director of IT to lead the City's data governance and analytics strategy, ensuring departments leverage data-driven decision-making to optimize operations, enhance transparency, and improve service delivery.
- Collaborates with the Director of IT to oversee core IT functions, including systems management, cybersecurity, infrastructure, and risk management, ensuring the City's technology environment remains secure, resilient, and reliable.
- Drives innovation and smart city initiatives in partnership with the Director of IT, identifying opportunities for automation, artificial intelligence, and technology-driven solutions that enhance government operations, strengthen community engagement, and increase service efficiency.
- Supports city-wide project management functions by helping ensure that all strategic initiatives have clear objectives, defined milestones, and measurable outcomes to track progress and impact effectively.
- Coordinates interdepartmental collaboration efforts, working with the Operational Leadership Team (OLT) to break down silos, foster cross-functional teamwork, and ensure strategic alignment across all city functions.
- Engages with external partners, research institutions, industry experts, and community stakeholders to incorporate best practices and explore partnerships that support the City's strategic priorities.
- Directs special projects and organizational improvement initiatives assigned by the COO, taking a proactive approach to addressing complex challenges and advancing the City's long-term vision.
- Provides executive leadership to the Planning, Performance, & Innovation (PPI) Manager and PPI Project Coordinator, ensuring team alignment with strategic goals and fostering professional development.
- Represents the City of Roswell at public meetings, conferences, and events, advocating for strategic priorities and fostering relationships that support innovation and performance excellence.

MINIMUM QUALIFICATIONS

Education and Experience:

- Requires a Bachelor's degree in Public Administration, Business Administration, Data Analytics, Information Systems, or a related field with a master's degree preferred. Eight (8) years of progressively responsible experience in strategic planning, performance management, innovation, or government operations, including at least three (3) years in a senior leadership role or a combination of experience and education that meets the minimum experience and education requirements.
- Government experience preferred but not required and a demonstrated ability to lead cross-departmental initiatives, influence policy decisions, and drive organizational change are preferred.

Licenses or Certifications:

- Project Management Professional (PMP), Lean Six Sigma Certification, or equivalent preferred.
- Certified Public Manager (CPM) or related leadership certification is a plus.
- Valid State of Georgia Driver's License or the ability to obtain one within 90 days.

Knowledge, Skills, and Abilities:

- Executive Leadership & Strategy – Proven ability to develop and execute high-level strategic initiatives that align with municipal goals and enhance government performance.
- Performance Management & Data Analytics – Expertise in designing and implementing performance measurement systems, including KPI frameworks, benchmarking strategies, and data-driven decision-making processes.
- Government Operations & Public Administration – Strong understanding of municipal government functions, budgeting, regulatory compliance, and interdepartmental coordination.
- Project & Change Management – Extensive experience overseeing enterprise-wide projects, driving continuous improvement, and managing large-scale organizational change.
- Innovation & Technology Implementation – Familiarity with digital transformation, smart city technologies, automation, and artificial intelligence in government settings.
- Public Communication & Stakeholder Engagement – Excellent written and verbal communication skills, with experience developing strategic messaging, public engagement campaigns, and external relations.

- Collaboration & Relationship Building – Ability to foster cross-departmental cooperation, break down organizational silos, and build productive partnerships with key stakeholders.
- Financial & Resource Management – Knowledge of budgeting principles, financial analysis, and resource allocation strategies to maximize operational efficiency.
- Problem-Solving & Critical Thinking – Capacity to identify complex organizational challenges, develop strategic solutions, and implement effective policies and programs.
- Team Development & Mentorship – Strong leadership in coaching and developing high-performing teams, fostering professional growth, and aligning personnel with organizational goals.

PHYSICAL DEMANDS

The work involves light physical exertion, typically requiring some combination of stooping, kneeling, crouching, and crawling. It may also involve lifting, carrying, pushing, and pulling objects and materials weighing between 12-20 pounds. Tasks may require extended periods at a keyboard or workstation. The ability to perceive and discriminate colors or shades, sounds, odor, depth, texture, and visual cues or signals is also necessary. Some tasks also require oral communication skills.

WORK ENVIRONMENT

Work is typically conducted in environments free from adverse conditions.

The City has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

The City of Roswell, Georgia, commits to a policy of equal employment opportunity for applicants and employees, complying with local, state, and federal laws. The City's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.