



First Review  
of Applications  
On or After May 3

Chief  
Innovation  
Officer



city of  
PALM COAST





## The City

One of Florida's newest cities (incorporated 1999), Palm Coast is a Florida paradise – situated on 70 miles of saltwater and freshwater canals and the Intracoastal Waterway and just minutes from pristine Atlantic Ocean beaches. Vibrant lifestyle and the natural environment go hand-in-hand here. The City offers a dozen beautiful parks, 125+ miles of connecting trails and paths for walking/ bicycling, abundant fishing and boating, a year-round Running Series, and world-class tennis and golf. Lined with historic oaks, towering pines and indigenous vegetation, Palm Coast's parks and trails showcase the splendid elegance of the native Florida landscape. Bird-watching is popular at St.

Joe Walkway and Linear Park, which are designated as Great Florida Birding & Wildlife Trails, and visitors can spot dolphins and seabirds as they stroll along the Intracoastal at Waterfront Park. The City currently has an estimated population of 85,000.

Recently, our City Council has reaffirmed the City's commitment to cutting-edge technology. Studying smart-city opportunities and attempting to maximize the City's FiberNet infrastructure, the City Council has placed great emphasis on Palm Coast becoming a leader in innovation.

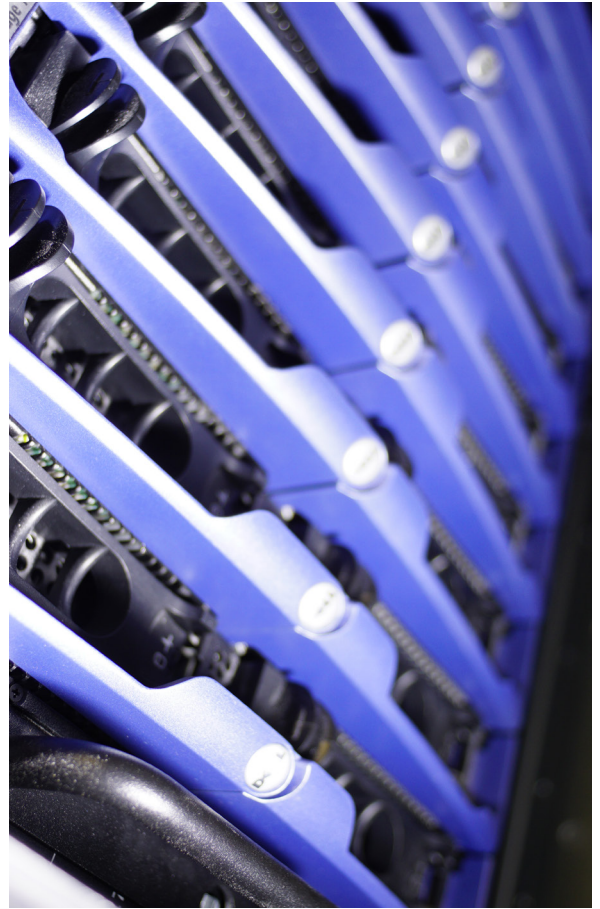




## The Position

The City of Palm Coast is seeking an experienced, innovative leader who can think strategically and thrive in a collaborative, problem-solving environment. The Chief Innovation Officer will be passionate about technology and excited about its various applications. As part of the City Manager's Executive Team, this IT leadership position is responsible for deploying technology across an array of departments and services to improve government operations and positively impact quality of life for the City. The Chief Innovation Officer provides the City Manager with support for unifying leadership and vision in the strategic direction, implementation and management of the City's external information technology (IT) program and budget. The CIO advises the City Manager on all Smart-City IT and external IT-related programs and issues.

The Chief Innovation Officer will develop strategies to advance City Council key initiatives and priorities related to FiberNet, wireless communication facilities and assets, and Smart City applications. This position will also foster interdepartmental relationships and external partnerships to further some of these key initiatives.



## Key Duties and Responsibilities

- Provides external IT operations and program advice to City Council, City Management, City staff and outside agencies. Excellent verbal and written communication skills are needed to interact effectively with each of these stakeholders which includes presentations to any of these groups; and where necessary focus groups and the general public.
- Plans, organizes and implements departmental goals, and coordinates and integrates all activities toward achievement of expanding FiberNet and achieving Smart City objectives.
- Apply predictive modeling, AI, machine learning, and other advanced analytics techniques to improve the effectiveness, efficiency, and equity of service delivery across both internal departments and external stakeholders.
- Develops and directs department operations and tactical strategies with respect to development projects, hardware and software acquisitions, administrative and instructional activities, and personnel resources.
- Coordinates and participates in meetings with the City's departments to build and understand the City's business, External IT and Palm Coast FiberNet needs.
- Coordinates and participates in meetings with the City's citizens, partners and stakeholders to build and understand the City's business, External IT and Palm Coast FiberNet needs.
- Confers with management to determine functional needs and technical requirements of departments to determine boundaries and priorities of External IT projects and Palm Coast FiberNet.
- Coordinates and implements the City's Wireless Facilities Master Plan.
- Manages and oversees assigned operations to achieve goals within available resources; plans and organizes workloads and staff assignments; trains and evaluates assigned staff; reviews progress and directs changes as needed.
- Creates, changes, implements and manages written External IT projects and Palm Coast FiberNet and procedures to establish and maintain excellent standards of performance.

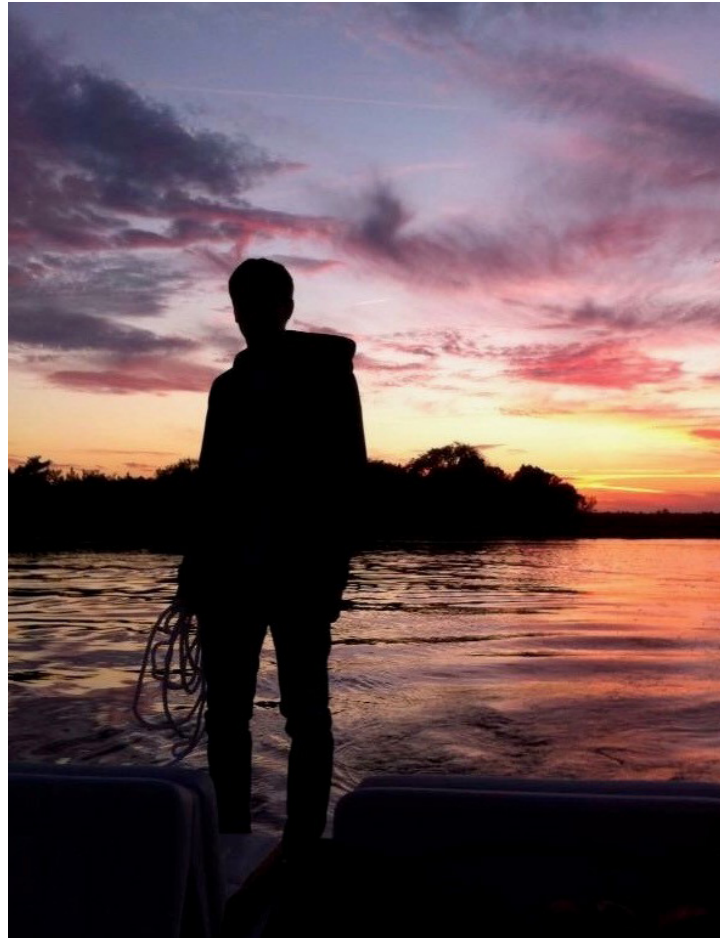
## Opportunities and Challenges

These are exciting times for the City of Palm Coast. The City is pursuing a public-private partnership to help expand the City's FiberNet, which is a 50 mile all-fiber network for high-speed Internet, telephone and other telecommunications services connecting City facilities, schools, and businesses. The City Council has emphasized the need to invest in our information technology infrastructure, expand the use of technology through smart city applications, and maximize the City's Fiber Optic and wireless infrastructure. In addition, City Council supports technology as a way to not only improve City services, but also help grow the local economy. This is both an opportunity and a challenge for the right candidate.

This position will be expected to thrive in a team environment, not only leading teams, but also inspiring and relying on others to help accomplish the necessary projects and tasks. The Chief Innovation Officer will need to communicate and coordinate with others to ensure that the City's strategic efforts related to innovation and technology are aligned with the City Council goals and complement or enhance departmental business processes for the City's important and diverse functions.

### Minimum Qualifications

- Bachelor's degree in Information Systems Management, Computer Science, Business Management, Public Administration, Data Processing, Engineering or related field; supplemented by minimum of 8 years of professional experience in information technology, with five years of direct personnel management and at least four of which are in a senior leadership role.
- Must possess and maintain a valid Florida Driver's License.







## **The Ideal Candidate**

The City Manager is seeking a Chief Innovation Officer who will take the City's efforts to the next level and fulfill City Council's goals. The individual will be outgoing, personable and have excellent communication skills. He/she should be a strategic thinker who is not limited to past practices and widely accepted ideas. Creativity will be essential.

The ideal candidate will work well across department lines and with both internal customers and external customers, vendors, and partners. She/he will need to be able to inspire and motivate others without necessarily being their direct supervisor. Someone that functions well in the team environment is vital to this position's success.

The ideal candidate will have a Master's Degree in Business Administration or related information systems field. He/she will also have a certification as Government Chief Information Officer.

Experience in leading and managing enterprise business units (such as a fiber optic network and/or wireless communications assets) is especially valued.





## Compensation and Benefits

The full salary range is \$92,585 – 142,072. The starting salary will depend on qualifications and experience. Benefits are excellent. The City offers a retirement plan where the City contributes 13% of the salary towards a 401(a) plan. In addition, the City offers an additional match up to 2% with employee contribution towards a 457 plan. For more information, about the City's benefits, such as health/dental insurance, vacation and sick leave, and other insurance plans, please contact Human Resources at [human\\_resources@palmcoastgov.com](mailto:human_resources@palmcoastgov.com) or (386) 986-3718.

## How to Apply

Apply online through the City's website at [www.palmcoastgov.com/employment/openings](http://www.palmcoastgov.com/employment/openings). Questions should be directed to Human Resources at [human\\_resources@palmcoastgov.com](mailto:human_resources@palmcoastgov.com) or (386) 986-3718.



## Confidentiality

Under the Florida Public Records Act, all applicants are subject to disclosure upon receipt. References are checked after the interview and selection process is completed.

## The Process

Applications will be accepted until the position is filled. The first review of applications is scheduled to occur on or after May 3rd. The City intends to conduct a comprehensive recruitment and selection process to ensure that not only a qualified candidate is selected, but also one who will complement the City's organizational culture.

## Other Important Information

The City of Palm Coast is an Equal Opportunity Employer and encourages women, minorities, and veterans to apply. A veteran's preference will be awarded per Florida law.

