

DRAFT

EXEMPT – X

CODE NO. 13400

ADMINISTRATION FOR CHILDREN SERVICES (067)

DUTIES STATEMENT

EXEMPT CLASS

STRATEGIC INITIATIVE SPECIALIST (ACS)

Duties Statement

Under the direction of agency executives, with wide latitude for independent judgment, coordinates new and strategic projects or programs during their initial phases. Utilizes expertise gained from the past professional experience to develop and direct a new agency programs or policy area, or to elevate and make recommendations for the improvement of existing city programs or policy areas. Specialist may provide expert guidance and training to City employees related to the new policy, project or program area. Performs related work.

These positions will have a four-year maximum tenure.