



## **Title:** Chief of Staff to the City Manager

**FLSA STATUS:** Exempt from overtime under FLSA.

**SUPERVISION RECEIVED AND EXERCISED:**

Receives direction from the City Manager.

**MINIMUM QUALIFICATIONS**

- **Education:** Bachelor's in Public or Business Administration or closely related field or an equivalent combination of education and experience.
- **Experience:** A minimum of five (5) years of strong governmental management or related administrative experience.
- **Licenses/Certifications/Special Requirements:** Valid AZ Driver's License upon hire.

**PREFERRED/DESIRABLE QUALIFICATION(s):**

- Experience in a municipal or government setting
- Experience with municipal and/or legislative research and analysis
- A proven record of initiating and managing complex, interdisciplinary projects involving multiple departments, divisions, and constituents
- Master's degree in Public or Business Administration, Communications, or related field

**JOB SUMMARY**

The Chief of Staff will assist and support the City Manager in planning, directing and reviewing the activities and operations of the City in areas of strategic operational planning and performance management. Performs complex administrative and professional work on a wide variety of project management and municipal managerial functions. Team Leader and/or City Manager's designee for various inter-division teams, and community advisory groups. Manages the City Grant Program and serves as the City Coordinator for the American's with Disabilities Act (ADA) for city structures and activities.



### ESSENTIAL FUNCTIONS

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position.

#	Essential Functions
1.	Works closely with the City Manager and executive team to define and accomplish established strategic goals and objectives and execute successful business strategies.
2.	Provides leadership on strategic planning/projects and goals, through project management and preparation/delivery of oral and written reports to Council, boards, commissions, citizen groups and City staff.
3.	Makes recommendations to City Manager and formulates new policies in response to Council direction.
4.	Makes recommendations to the City Manager; formulates, interprets and implements City policies and administrative regulations.
5.	Leads and/or facilitates policy analysis reviews. Develops recommendations for changes as necessary.
6.	Leads and/or facilitates process improvements groups to review and develop recommendations for efficiency.
7.	Provides general coordination and policy guidance on major municipal projects or problem areas and coordinates activities with divisions to ensure positive project implementation and effective working relationships.
8.	Assists with internal and external communications on behalf of the City Manager. Compiles and summarizes organizational accomplishments and updates, coordinates topics and messaging for various organizational meetings, liaison with various levels of departmental groups to facilitate communication. Conduct and facilitate stakeholder outreach and relationships.
9.	Provides professional assistance and consultation in the preparation and administrations of grants. This includes research and analysis of grant opportunities, assistance with proposal preparation, and oversight of compliance monitoring by individual departments and divisions.
10.	Provides direction and support for individuals seeking assistance with matters related to the American's with Disabilities Act (ADA) for city structures and activities.



**PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

<b>Physical strength for this position is indicated below with “X”</b> The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.					
Sedentary	X	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.		Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

<b>Work Environment for this position is indicated below with “X”</b> The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.				
Office	X	Outdoors	Vehicle	Office and Field/ Plant/ Warehouse
Position is typically office or administrative work and is not substantially exposed to adverse environmental conditions.		Incumbents may be subjected to extreme temperatures, wetness/humidity, respiratory hazards and noise and vibration.	Incumbents may be subjected to moving mechanical parts, vibrations, fumes, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel.	The work will occur in an office and field environment. While performing the duties and responsibilities the employee maybe exposed to loud noise, noxious odors, unsanitary conditions, chemicals, electricity, moving mechanical parts, varying weather conditions, and other related conditions and situations. Position is subject to atmospheric conditions: Fumes, odors, dust, mists, gases or poor ventilation

**MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:**

Computers, laptop, printers, scanner, copy / fax machine, and related software, telephone.

**PROTECTIVE EQUIPMENT REQUIRED:** None Required.