



Title: Mayor's Chief of Staff

This is a benefitted position that provides advice and professional support to the Mayor. Elected officials with whom this position serves make the final hiring decision.

FLSA STATUS: Exempt from overtime under FLSA.

SUPERVISION RECEIVED AND EXERCISED:

Receives direction from the City Manager in consultation with the Mayor.
Exercises direct supervision over professional staff.

MINIMUM QUALIFICATIONS

- **Education:** Bachelor's degree in Public or Business Administration, Political Science, Communications or related field.
- **Experience:** Minimum of five years related experience. Requires broad knowledge of complex systems and procedures.
- **Licenses/Certifications/Special Requirements:** Valid AZ Driver's License upon hire.

PREFERRED/DESIRABLE QUALIFICATION(s):

- Experience in a municipal or government setting.
- Highly skilled in written and oral communications.
- Experience with municipal and/or legislative research and analysis.
- A proven record of initiating and managing complex, interdisciplinary projects involving multiple constituents.
- Master's degree in Public or Business Administration, Political Science, Communications or related field.
- Previous supervisory experience is preferred.

JOB SUMMARY

Under general policy direction, plans, organizes and manages the day-to-day operations and activities of the Mayor's office. Responsible for research, analysis and communication on a wide range of policy issues and topics. Responsibilities are broad in scope and require astute communication skills, political acumen, and administrative discretion. The Mayor's Chief of Staff is expected to exercise considerable discretion in carrying out responsibilities independently and with awareness of City, Office of the Mayor, and constituent issues and sensitivities. Duties and responsibilities involve a wide range of complexity, authority, impact, visibility and independence.



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	Manage and oversee the Mayor's policy agenda and projects.
2	Provide ongoing leadership and project management, oversee progress on implementation of Mayor's priorities and key issues.
3	Assist the Mayor and provide advice on all major functional responsibilities; assist in planning and coordinating the Mayor's activities; conduct assigned research and procedural, organizational and administrative studies to prepare the Mayor for public and media relations such as speeches and talking points.
4	Develop strategies to leverage Mayor's regional leadership position to the benefit of the City.
5	Direct public information messaging of the Office of the Mayor. Represent the Mayor's policies, priorities, and vision to stakeholders, interested parties, and the public through the strategic development of written materials that may accompany the Mayor's actions or positions through all media venues and public engagements.
6	Develop relationships with key policy makers, influencers and staff in regional government and non-governmental organizations and represent the Mayor when needed.
7	Develop and maintain positive working relationships with community organizations, residents, business community and non-profit organizations as representative of the Mayor's office.
8	Formulate advance planning of the Mayor's schedule and appearances and represent the Mayor's Office at key events as needed.
9	Monitor the progress of policy priorities through regional organizations and legislative process. Advise the Mayor on progress in policy areas and developing events.
10	Collaborate on problem solving of key issues as they arise.



City of Peoria

HUMAN RESOURCES

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| 11 | <p>Work closely with the City Manager, Executive Staff, and Department Directors on programs, projects, and issues important to the Mayor; including local, state and federal interests.</p> <p>Represent and act as liaison to the City on behalf of the Mayor; provides timely views and policies on various issues and topics.</p> |
| 12 | <p>Supervises staff by planning and prioritizing tasks, ensuring policy and procedural compliance, recommending changes and adjustments, and monitoring staff performance and development.</p> |
| 13 | <p>Maintain a flexible schedule and be available during emergency situations as needed.</p> |



PHYSICAL DEMANDS AND WORK ENVIRONMENT:

Physical strength for this position is indicated below with “X” 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.

Work Environment for this position is indicated below with “X” 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:

Vehicle, computers, printers, copiers and related software, and calculator.

PROTECTIVE EQUIPMENT REQUIRED:

None required.