

| Staff Member | Duties | Function |
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| Chief of Staff | Administrative support/facilitation for neighborhood meetings/events | Alder Support |
| | Develop, prepare, and present elected official orientations | |
| | Review alder training and travel requests | |
| | Resolve problems, identify areas for improvement, facilitate change | |
| | Consultation on confidential topics | |
| | Directing alders to relevant City staff | |
| | Coordinate alder meetings | |
| | Draft resolutions | |
| | Staff CCEC meetings | Common Council and CCEC Meeting Support |
| | Make presentations to CCEC | |
| | Prepare agendas, minutes, documents for CCEC | |
| | Strategic planning | Legislative Research and Analysis |
| | Suggest resolutions or ordinance modifications | |
| | Review city programs and provide analysis | |
| | Supervise Common Council Office Staff | Common Council Office Operations |
| | Develop and present Common Council budget | |
| | Review and approve staff training requests | |
| | Planning and organizing work and resources | |
| | Create office policies and procedures | |
| | Lead Council Office staff hiring, coaching, training and engagement | |
| | Coordinate interns | |
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| | Press releases | Communications, Web, Social Media |
| Respond to media requests | | |
| Maintain positive working relationship with Mayor's office and City departments | Executive Branch and City Staff Liaison | |
| Attend meetings on citywide initiatives, staff team meetings, Emergency Operations staff committee | | |

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| | Maintain positive working relationship with community organizations | Community Outreach |
| | Prepare (agendas, minutes, documents) and staff alder workgroups and taskforces as needed | President's Workgroup and Ad Hoc Taskforce Staffing |
| Staff Member | Duties | Function |
| Legislative Management System Specialist | Coordinate Council events | Alder Support |
| | Purchasing and reimbursement | |
| | Provide administrative assistance for alder training attendance and maintain training records | |
| | Directing alders to relevant City staff | |
| | Draft Resolutions | |
| | Prepare Council agendas and exclusion list | Common Council and CCEC Meeting Support |
| | Develop annual Council meeting schedule | |
| | Scheduling presentations to Council or CCEC | |
| | Fulfill open record requests | Constituent Services |
| | Primary contact for Legislative Management System | Legislative Management System Support |
| | Provide trainings on legislative process in Legistar | |
| | Maintain and update Common Council Webpage | Communications, Web, Social Media |
| | Maintain and update Common Council Social Media | |
| Prepare (agendas, minutes, documents) and staff alder workgroups and taskforces as needed | President's Workgroup and Ad Hoc Taskforce Staffing | |
| Staff Member | Duties | Function |
| Program Assistant 2 | Coordinate neighborhood, staff, and constituent Meetings/Events | Alder Support |
| | Coordinate Council Events | |
| | Alder blog assistance | |
| | Draft Resolutions | |
| | Directing alders to relevant City staff | |
| | Purchasing and Reimbursement | |
| | Prepare council chambers | Common Council and CCEC Meeting Support |
| Scheduling presentations to Council or CCEC | | |

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| | Coordinate office supplies purchasing, mail and courier | Common Council Office Operations |
| | Answer Common Council Office phone and greet walk-in visitors | Constituent Services |
| | Answer constituent questions, direct residents to relevant alders and City staff | |
| | Prepare (agendas, minutes, documents) and staff alder workgroups and taskforces as needed | President's Workgroup and Ad Hoc Taskforce Staffing |
| Staff Member | Duties | Function |
| Legislative Analyst | Directing alders to relevant City staff | Alder Support |
| | Draft Resolutions | |
| | Prepare (agendas, minutes, documents) and staff alder workgroups and taskforces as needed | President's Workgroup and Ad Hoc Taskforce Staffing |
| | Research and Data Analysis | Legislative Research and Analysis |
| | Author Reports | |
| | Review and Analyze Legislation | |
| Convene policy-makers and stakeholder groups | | |