

COMMON COUNCIL CHIEF OF STAFF

CLASS DESCRIPTION

General Responsibilities:

This is a professional, managerial, and supervisory position responsible for the strategic management of the Council Office and staff, including developing staff and program-level strategies, setting priorities, problem-solving, and providing leadership to ensure optimal support for Alders in the execution of Alder initiatives and responsibilities. The incumbent will provide expert consultation and support in analyzing City policies and will assist individual Alders in navigating City legislative and administrative processes and procedures. Reporting to the Common Council Executive Committee, under the direct supervision of the Common Council President, the incumbent will build relationships and serve as a communication and policy liaison between the Common Council Office, the Mayor's Office, City managers and staff, and the general public.

Examples of Duties and Responsibilities:

Review the policy analysis of Council Office Staff, identify areas for improvement, and facilitate the movement from policy analysis to Common Council action. Suggest resolutions or ordinance modifications where appropriate.

Maintain a neutral position on policy decisions while providing expert advice and consultation to Alders on a wide range of highly complex, sensitive, and confidential topics.

Work with the Mayor's Office, City departments, community organizations, and other entities where tact, persuasiveness, and judgment must be exercised to reach an objective or maintain goodwill.

Assist Alders in navigating City legislative process, administrative policies, and interfacing departments.

Work with City Department Heads and Managers to determine the impact of legislative decisions on City operations and report the impacts to Council.

Perform or manage special projects and initiatives in collaboration with the Common Council Executive Committee. Work with other departments to achieve project/initiative goals as needed. Assign staff to support these efforts as needed.

Oversee all aspects of the Common Council Office, including planning and organizing work and resources to ensure the highest level of service possible. Analyze and modify organizational structures and workflow to improve efficiency, creativity, and accountability.

Supervise, plan, organize, coordinate, assign and evaluate the work of Council Office staff. Establish and implement operational policies, goals, and objectives for the department within

guidelines provided by the Executive Committee; and assure departmental operations are carried out.

Facilitate and lead the hiring, coaching, training, engagement, and development of Council Office staff to allow staff to reach maximum potential and performance.

Work with the Council President, Legislative System Management Specialist, and Finance Department in developing the Common Council Office budget and present the proposed budget to the Executive Committee. Present the Common Council Office budget during the annual budget sessions.

Work with City Staff and the Executive Committee to ensure the deployment of effective tools and practices to allow Alders to fulfill duties and responsibilities efficiently and effectively.

Work with Alders and Council Office staff to identify work being done by multiple alders which could be done more efficiently and effectively by Council Office staff.

Work with Council Office Staff, City Staff, and Alders to resolve problems, identify areas for improvement, facilitate change, and take corrective action when necessary.

Demonstrate a commitment to the City's racial equity and social justice initiatives (RESJI). Participate in and help lead city-wide and agency efforts toward implementing RESJI principles. Provide staff supervision in a manner consistent with recommendations and best practices outlined by the City's employee engagement and equity initiative.

Attend Common Council, Executive Committee, Department/Division Head, Finance Committee, and other meetings at the direction of the Executive Committee to ensure appropriate communication and the free flow of information between the Common Council, Mayor's Office, and City Staff.

Ensure appropriate communication with various City Managers on a regular basis to discuss council priorities and communication of City and agency goals, initiatives, plans, and policy-related issues.

Work with the City Attorney's Office and IT to ensure timely and appropriate responses to community inquiries and public information requests.

Respond to requests from the media and develop press releases at the direction of the Council President and/or the Executive Committee.

Review and prepare a variety of correspondence and reports for Alders at the direction of the Council President and/or the Executive Committee.

Ensure appropriate communication and build working relationships with the Mayor's Office and City Staff.

Work with other staff to develop and present new alder orientation and training for boards, commission, and committee staff.

Facilitate the Boards, Committees, and Commissions Administrative Support Team.

Make presentations to the Common Council and various committees.

Perform other duties as assigned.

QUALIFICATIONS

Training and Experience:

Generally, positions in this classification will require:

Four years of related experience in policy development and advocacy, which includes three years of managerial experience overseeing the development, implementation, and administration of large projects or initiatives achieved through cross-functional teams. Such experience would normally be obtained after graduation with a Bachelor's degree in public policy, public administration, political science, ethnic/gender studies, communication, finance, urban studies, or a related field. A Master's degree in public policy, urban planning, political science, public administration, or a related field, or a law degree may be substituted for two (2) years of experience. Candidates can also be considered who have an Associate's Degree in business communication, business management, ethnic or gender studies, finance, or similar fields with five years of related experience in policy development and advocacy, which includes four years of managerial experience overseeing the development, implementation, and administration of large projects or initiatives achieved through cross-functional teams. Other combinations of training and/or experience which can be demonstrated to result in the possession of the knowledge, skills, and abilities necessary to perform the duties of this position will also be considered.

Specific training and experience requirements will be established at the time of recruitment.

Knowledge, Skills, and Abilities:

Thorough knowledge of government operations. Thorough knowledge of project and strategic management. Thorough knowledge of supervision practices. Working knowledge of budget development and management practices. Working knowledge of the principles and practices associated with racial equity and social justice. Working knowledge of the functions, organization, procedures, law, ordinances, and regulations involved and related to the activities of municipal departments and how they relate to the Common Council Office. Knowledge of and ability to use computer software applicable to the duties of the position. Ability to evaluate complex policies and recommend effective changes. Ability to communicate complex policy proposals and results to policymakers using oral presentation and written communication skills. Ability to review the effectiveness of programs. Ability to develop private and public communications and maintain positive public relations. Ability to plan, organize, prioritize, coordinate, assign and evaluate the work of Council Office staff. Ability to effectively communicate with elected officials, staff, and members of the public. Ability to establish and maintain effective working relationships with other employees, government officials, civic organizations and community agencies, the media, and the general public. Ability to exercise patience, diplomacy, and employ conflict resolution skills.

Ability to meet deadlines. Ability to maintain the confidentiality of sensitive information. Ability to work effectively with a diversity of communities. Ability to maintain adequate attendance.

Necessary Special Qualifications:

This position works directly with elected officials, city managers, and other city staff and functions in an environment of sensitivity and political issues. The incumbent must be available to attend evening meetings of committees, boards, and public hearings.

This position will work under the terms of a 5-year employment contract. One condition of the contract will require the incumbent to establish residency within the City of Madison in a defined timeframe.

Physical Requirements:

This position will be working in a regular office environment, using standard office equipment, such as a computer, telephone, copier, etc. Ability to endure stressful situations and react in a positive manner.

Department/Division	Comp. Group	Range
Common Council Office	21	18

Approved: _____
Harper Donahue, IV
Human Resources Director

Date