

<b>Function</b>	<b>Duties</b>	<b>Staff</b>
<b>Alder Support</b>	Coordinate Alder Meetings	All
	Coordinate Council Events	Matalin and Debbie
	Coordinate neighborhood, staff, and constituent Meetings/Events	Debbie
	Administrative support for neighborhood meetings/events	Chief of Staff
	Directing alders to internal/departmental	All
	Purchasing and Reimbursement	Matalin, Debbie
	Alder blog assistance	Debbie
	Develop, prepare, and present elected official orientations	Chief of Staff; While vacant: All
	Review alder training and travel requests	Chief of Staff; while vacant: Matalin
	Provide administrative assistance for alder Training attendance and maintain training records	Matalin
	Resolve problems, identify areas for improvement, facilitate change	Chief of Staff; while vacant: Council President
	Consultation on confidential topics	Chief of Staff
<b>Common Council and CCEC Meeting Support</b>	Prepare Council agendas and exclusion list	Matalin
	Develop annual meeting schedule	Matalin
	Prepare council chambers	Debbie
	Staff CCEC Meetings	Chief of Staff; while vacant: Matalin
	Make presentations to CCEC	Chief of Staff; while vacant: ALL as requested
	Scheduling presentations to Council or CCEC	Matalin
	Draft Resolutions	All
	Prepare agendas, minutes, documents	Chief of Staff
<b>Legislative Research and Analysis</b>	Research and Data Analysis	Karen
	Author Reports	Karen
	Review and Analyze Legislation	Chief of Staff; Karen
	Suggest resolutions or ordinance modifications	Chief of Staff; while vacant: Karen
	Review city programs and provide analysis	Chief of Staff; while vacant: Karen
	Convene policy-makers and stakeholder groups	Karen
<b>Common Council Office Operations</b>	Supervise Common Council Office Staff	Chief of Staff; while vacant: Council President

	Develop and present Common Council Budget	Chief of Staff; while vacant Matalin and Council President
	Answer Common Council Office phone and greet walk-in visitors	Debbie
	Coordinate office supplies purchasing, mail and courier	Debbie
	Review and approve staff training requests	Chief of Staff; while vacant: Council President
	Planning and organizing work and resources	Chief of Staff; while vacant: Council President
	Create office policies and procedures	Chief of Staff
	Lead hiring, coaching, training and engagement	Chief of Staff
	Coordinate Interns	Chief of Staff; while vacant: Karen and Council Leadership
<b>Constituent Services</b>	Answer constituent questions, direct residents to relevant alders and City staff	Debbie
	Fulfill open record requests	Matalin
<b>Legislative Management System Support</b>	Primary contact for Legislative Management System	Matalin
	Provide trainings on legislative process in Legistar	Matalin
<b>President's Workgroup and Ad Hoc Taskforce Staffing</b>	Prepare (agendas, minutes, documents) and staff alder workgroups and taskforces as needed	All
<b>Communications, Web, Social Media</b>	Maintain and update Common Council Webpage	Matalin
	Maintain and update Common Council Social Media	Matalin
	Press Releases	Chief of Staff; while vacant: Karen
	Respond to media requests	Chief of Staff; while vacant: Karen
<b>Executive Branch and City Staff Liaison</b>	Maintain positive working relationship with Mayor's office and City departments	Chief of Staff; while vacant: Karen; All staff work to maintain positive working relationships with City depts.

	Attend meetings on citywide initiatives, staff team meetings, Emergency Operations staff committee	Chief of Staff; while vacant: Karen
<b>Community Outreach</b>	Maintain positive working relationship with community organizations	Chief of Staff