

Staff Member	Duties	Function
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	
	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	

	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	

	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	