

CITY OF MADISON POSITION DESCRIPTION

1. Name of Employee (or "vacant"):

Work Phone:

2. Class Title (i.e. payroll title):

Council Chief of Staff

3. Working Title (if any):

Council Chief of Staff

4. Name & Class of First-Line Supervisor:

???

Work Phone:

5. Department, Division & Section:

Common Council

6. Work Address:

???

7. Hours/Week: 38.75

Variable work week.

Position will require attendance at Common Council, Finance Committee, and Executive Committee meetings which generally take place after 4:30pm

8. Date of hire in this position:

9. From approximately what date has employee performed the work currently assigned:

-
10. **Position Summary:**

This position will be responsible for the strategic management of the Council Office and staff. This includes 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 the analysis of City policy and will provide assistance to individual Alders in navigating City legislative and administrative processes and procedures. 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.

11. Functions and Worker Activities: (Do NOT include duties done on an "Out-of-Class" basis.)

40% B. **Strategic Management of Common Council Office Operations (includes workflows & systems)**

1. 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.
2. 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.
3. Facilitate and lead the hiring, coaching, training, engagement, and development of Council Office staff to allow staff to reach maximum potential and performance.
4. 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 in an efficient and effective manner.
5. Work with Alders and Council Office staff to identify work being done by multiple alders which could be done more efficiently and as effectively by Council Office staff.
6. Work with Council Office Staff, City Staff, and Alders to resolve problems, identify areas for improvement, facilitate change, and take corrective action when necessary.
7. 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 supervision of staff in a manner consistent with recommendations and best practices outlined by the City's employee engagement and equity initiative.

30% A. **Policy Development, Analysis, and Implementation (includes project and initiative management)**

1. Review resolutions or ordinance modifications where appropriate.
2. Maintain a neutral position on policy decisions while providing expert advice and consultation to Alders on a wide range of complex, sensitive, and confidential topics.
3. Work with the Mayor's Office, City departments, community organizations, and other stakeholders where tact, persuasiveness, and judgment must be exercised to reach an objective or maintain goodwill.
4. Assist council members in navigating City legislative process, administrative policies, and interfacing with departments.
5. Work with City Department Heads and Managers to determine the impact of legislative decisions on City operations and report the impacts to Council.
6. Work with Council President, Legislative System Management Specialist, and Finance Department in developing the Common Council Office budget and present proposed budget to the Executive Committee. You will also present the Common Council Office budget during the annual budget session.

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

15% C. **Common Council Office Communications**

1. Attend Common Council, Executive Committee, Department/Division Head, Finance Committee, and other meetings at the direction of the President and/or consensus of the Executive Committee to ensure appropriate communication and the free flow of information between the Common Council, Mayor's Office, and City Staff.
2. Ensure appropriate communication and build working relationships 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.
3. Work with the City Attorney's Office and IT to ensure timely and appropriate responses to community inquiries, public information requests, and open records.
4. Respond to requests from the media and develop press releases at the direction of the Council President and/or the consensus of the Executive Committee.
5. Make presentations to the Common Council Executive Committee
6. Work collaboratively with the Common Council President and Legislative Systems Management Specialist to develop new alder orientation and alder retreats.

15% D. **Boards, Committees, & Commissions (BCC) Administrative Support Team**

1. Work to support and enhance the BCC staffing, training, resident engagement, and structure evaluation by facilitating the BCC Administrative Support Team.
2. Work collaboratively with the Common Council and Mayor's Office to meet the goals of the Administrative Support Team.
3. Work with other Council Office staff to develop training for BCC chairs, members, and assigned staff.
4. Perform other duties as assigned
2. _____

Commented [LV1]: Need Training and Experience language here

12. **Primary knowledge, skills and abilities required:**

- Thorough knowledge of government operations.
- 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 policy makers 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 assess overall departmental effectiveness in carrying out its strategic objectives.
- Ability to mentor, assess and define training needs 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 and diplomacy.
- Ability to meet deadlines.
- Ability to maintain confidentiality of sensitive information.
- Ability to work effectively with a diversity of communities.
- Ability to maintain adequate attendance.

13. Special tools and equipment required:

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

14. Required licenses and/or registration:

15. Physical requirements:

Ability to sit for long periods of time; ability to endure stressful situations and react in a positive manner.

16. Supervision received (level and type):

17. Leadership Responsibilities:

This position: ☒ is responsible for supervisory activities (Supervisory Analysis Form attached).
☐ has no leadership responsibility.
☐ provides general leadership (please provide detail under Function Statement).

18. Employee Acknowledgment:

- ☐ I prepared this form and believe that it accurately describes my position.
☐ I have been provided with this description of my assignment by my supervisor.
☐ Other comments (see attached).

 EMPLOYEE

 DATE

19. Supervisor Statement:

- ☐ I have prepared this form and believe that it accurately describes this position.
- ☐ I have reviewed this form, as prepared by the employee, and believe that it accurately describes this position.
- ☐ I have reviewed this form, as prepared by the employee, and find that it differs from my assessment of the position. I have discussed these concerns with the employee and provided them with my written comments (which are attached).
- ☐ I do not believe that the document should be used as the official description of this position (i.e., for purposes of official decisions).
- ☐ Other comments (see attached).

SUPERVISOR

DATE

Note: Instructions and additional forms are available from the Human Resources Dept., Room 501, City-County Bldg. or by calling 266-4615.