

CLASS SPECIFICATION
Mayor's Deputy Chief of Staff

FLSA Status: Exempt
Union Representation: Nonrepresented/Exempt from Civil Service

GENERAL PURPOSE

Under general policy direction, plans, supervises and reviews the work assigned to the Mayor's office staff; researches, analyzes and provides recommendations to the Mayor regarding difficult, sensitive, important and wide-ranging policy areas; serves as the Mayor's representative and liaison to assigned bureaus and councils; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

A Mayor's Deputy Chief of Staff is responsible for planning, supervising and reviewing the work of the Mayor's office staff in assigned areas of functional or program responsibility. The incumbent conducts research and analysis on a wide range of issues and topics affecting the City and provides recommendations for solutions and courses of action using sound, expert judgment. Responsibilities are broad in scope and require a high degree of political acumen and administrative discretion. An incumbent is expected to exercise considerable discretion in carrying out responsibilities independently and with awareness of City, bureau, office and constituent issues and sensitivities. An employee in this class may be assigned to perform duties and responsibilities involving a wide range of complexity, authority, impact, visibility and independence.

Mayor's Deputy Chief of Staff is distinguished from Mayor's Chief of Staff in that an incumbent in the latter class has overall responsibility for the day-to-day operations and activities of the Mayor's office.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Any one position in this class may not perform all the duties listed below, nor do the listed examples of duties include all similar and related duties that may be assigned to this class.

1. Plans, organizes, controls, integrates and evaluates the work of assigned staff; with subordinate staff, develops, implements and monitors work plans in areas of assigned responsibility to achieve office mission, goals and performance measures; assists in developing and monitoring performance against the biennial office budget; supervises and participates in the development, implementation and evaluation of work programs, plans, processes, systems and procedures to achieve City and office goals, objectives and performance measures consistent with the City's quality and citizen service and expectations.
2. Plans, organizes, directs and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; recommends disciplinary action, up to and including termination, to address performance deficiencies, in accordance with City Charter, Code, human resources policies and labor contract agreements.

3. Provides leadership and works with staff to develop and retain highly competent, service-oriented staff through selection, training and day-to-day management practices that supports the City's and office's mission, objectives and service expectations; provides leadership and participates in activities that promote workplace diversity and a positive employee relations environment.
4. Supervises staff activities; interprets and administrative policies and relays instructions and policy and procedural revisions to staff and other interested parties; assists in establishing and enforcing effective management practices; supervises and participates in the preparation of materials for public reporting; assists and coordinating and reviewing work related to the preparation of the Citywide budget.
5. Provides expert professional assistance and support to the Chief of Staff and the Mayor on a wide range of highly complex, sensitive and confidential topics; develops, reviews and interprets complex policies affecting the City; conducts assigned research and procedural, organizational and administrative studies and prepares reports on proposed or recommended solutions or courses of action to City, bureau or office issues; researches and drafts materials for use in public and media relations, such as speeches, talking points and letters; researches and writes briefing papers and provides briefings orally and in writing; reviews council agendas and briefs the Mayor for council meetings.
6. Ask as a liaison on behalf of the Mayor to assigned City bureaus and regional/community councils; works closely with bureau staff and council members to communicate the Mayor's policy objectives; communicates bureau and council goals, objectives, mission and work to elected officials, office staff and the public; in consultation with the Chief of Staff and/or the Mayor, handles and deals with City or bureau emergencies; meets with and responds to bureau manager needs.
7. Serves as Mayor's office representative to boards, commissions, task forces and high-level policy and council meetings and works sessions; represents the Mayor on assigned issues with other elected officials, business and community leaders and the public; corresponds with City, public and private officials, community groups and the public on behalf of the Mayor; facilitates meetings, mediates disputes and participates in problem solving as necessary; responds to inquiries from the public.

OTHER DUTIES

1. May represent the Mayor with the media on assigned issues; provides briefings and interviews to the media regarding the Mayor's positions, views and policies on various issues and topics; makes public appearances on behalf of the Mayor; delivers speeches to a variety of business and community groups as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

1. City government organization, ordinances, rules, policies and procedures relating to the administration of an elected official's office.
2. Advanced administrative principles and methods, including goal setting, program development and implementation.

3. Legislative methods, techniques and procedures of the City Council and other political subdivisions.
4. City Charter and Code provisions, ordinances and policies applicable to areas of responsibility.
5. Federal, state and local laws, regulations and court decisions applicable to areas of assigned responsibility.
6. Principles and practices of public administration, including budgeting, contracting, reporting and maintenance of public records.
7. Research methods and analysis techniques.
8. Principles and practices of effective business communications and correct English usage.
9. Constituent service standards, policies, procedures and etiquette.
10. Principles and practices of effective supervision.
11. City human resources policies and labor contract provisions.

Ability to:

1. Plan and supervise the activities of assigned staff in the Mayor's office, including the application of sound, expert knowledge, research and analysis of Citywide issues.
2. Define complex issues, perform difficult and complex analyses and research, evaluate alternatives, and develop sound conclusions and recommendations.
3. Understand, interpret, explain and apply City, state and federal policy, laws and regulations applicable to areas of responsibility.
4. Evaluate work processes and recommend and implement improvements.
5. Present proposals and recommendations clearly, logically and persuasively in public meetings.
6. Represent the City and Mayor's office effectively on a variety of issues.
7. Prepare clear, concise and comprehensive correspondence, reports, studies and other written materials.
8. Exercise sound, expert independent judgment and seasoned political acumen within general policy guidelines.
9. Maintain sensitive and confidential information.
10. Exercise tact and diplomacy in dealing with highly sensitive, complex and confidential issues and situations with broad effects on City policies and issues.
11. Establish and maintain highly effective working relationships with elected officials, all levels of City management, other governmental officials, business and community leaders, community agencies, employees, the public and others encountered in the course of work.

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with a major in public or business administration, political science, or a closely related field; and at least three years of progressively responsible experience working within an elected official's office providing support, research and analysis; or an equivalent combination of training and experience. Experience in a public agency is preferred.

Licenses; Certificates; Special Requirements:

A valid state driver's license may be required for certain assignments.

PHYSICAL AND MENTAL DEMANDS

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring bureau to accommodate the limitation.

Class History:

Adopted: 07-01-02

Revised:

Class created as a result of Nonrepresented Classification & Compensation Study, 2000-2002. This class is composed of positions from the following class(es):

0823 COMMISSIONER ASSISTANT III. Adopted: 07-01-92

June 2009 - Change Job Class number from 0030 to 30000007, due to system change.