

City of Toledo



Job Title:	City Council Chief of Staff	Job Category:	Unclassified Exempt
Department/Group:	City Council	Class Code:	7336
Level/Salary Range:	\$38.751 - \$63.133 Hourly	Position Type:	Full-Time
Contact:		Reports To:	City Council President

POSITION SUMMARY:

The Chief of Staff for City Council is responsible for overseeing the administration and operations of City Council, including managing and supervising legislative staff. This position will, also, serve as a liaison between City Council and other government and non-governmental entities.

ESSENTIAL JOB FUNCTIONS:

- Manages the daily operations of the City Council.
- Supervises legislative staff including: recruiting, interviewing and assisting in selecting new employees; training, assigning, and planning work.
- Conducts performance evaluations of assigned personnel at periodic intervals as required.
- Maintains standards, coordinates activities, allocates personnel, acts on employee problems, and recommends salary increases.
- Assists and/or develops, reviews, and manages the City Council budget.
- Serves as a liaison between City Council and internal staff, the Mayor’s Office, city departments, and/or other governmental and non-governmental entities.
- May represent City Council at meetings with other agencies.
- Attends City Council meetings, public hearings, and other events as directed.
- Performs a wide variety of responsible assignments involving program coordination, administrative research and reporting, and special projects as required.
- May serve as a project lead and provides direction to lower level staff on assignments.
- Performs other duties as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of:**
- Principles and practices of public administration and public policy. City government structure and processes. Organizational development and management, budget/fiscal, and operations analysis.
 - Principles and practices of management and supervision.
 - Report writing techniques and advanced principles and practices in assigned area of responsibility.
 - Project and workload planning and management.
 - Public relations principles.

- Applicable Federal, State, and Local laws, rules and regulations.

Skill in:

- Public, employee, and labor relations.
- Organizing, completing, and reporting on projects.
- Composing clear, concise, and informative documents.
- Handling difficult situations in a tactful and professional manner.
- Analyzing complex problems, evaluating alternatives and making sound recommendations.
- Using the internet, remote communications, and other advanced tools to increase productivity and perform job functions.
- Effectively presenting information and responding to questions from groups of managers, clients, outside agencies, and the general public.
- Writing and speaking that is easily understood by others.

Ability to:

- Effectively utilize computers, automated systems and related software applications.
- Achieve professional confidence of others used to assimilate and understand complex information.
- Interpret and apply program and project requirements in addition to applicable codes, rules policies and regulations.
- Conduct research and write reports.
- Manage budgets.
- Develop, oversee, and implement projects and programs in a variety of areas. Elicit cooperation and collaboration from others as well as creatively solve problems and resolve disputes.
- Develop and implement effective City organizational policies and procedures.
- Analyze and make sound recommendations regarding budgetary, management and organizational issues.
- Communicate effectively, both orally and in writing; speak in public.
- Establish and maintain effective working relationships with subordinates, peers, superiors, vendor representatives and clients.
- Multi-task in a fast-paced environment.

PHYSICAL DEMANDS:

The physical demands described within this job description must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

In this position, the employee will frequently stand, walk, and sit. The position will occasionally require the employee to drive a personal and company owned vehicle. The employee will rarely lift, carry, push, pull, drag and/or move up to 25 pounds. Occasional stooping, kneeling, twisting, and crouching may occur with this position. Speaking and listening are constant essential functions of this position.

WORK ENVIRONMENT:

The work environment described within this job description will be encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is continuously indoors. It is rare that this employee will work outdoors; however, occasionally this employee will have to travel to multiple worksites. At times, this position will require extended work hours. The noise level in the work environment is usually low; however, occasional moderate background noise can occur.

REQUIRED EDUCATION, EXPERIENCE, AND CERTIFICATIONS:

- Bachelor’s degree Public Administration, Public Policy, Political Science, Business Administration or closely related.
- Five (5) years of increasingly responsible professional experience in a municipal government Administration or related field.
- Applicable Master’s degree may be substituted for one (1) year of experience.
- Three (3) years of general supervisory experience.

PREFERRED EDUCATION, EXPERIENCE AND CERTIFICATIONS:

- None