



City of Tempe

MAYOR AND CITY COUNCIL – CHIEF OF STAFF

JOB CLASSIFICATION INFORMATION			
<i>Job Code:</i>	011		<i>FLSA Status:</i> Exempt
<i>Department:</i>	City Manager		<i>Salary / Hourly Minimum:</i> \$88,127
<i>Supervision Level:</i>	Supervisor		<i>Salary / Hourly Maximum:</i> \$118,972
<i>Employee Group:</i>	CSU		<i>State Retirement Group:</i> ASRS
<i>Status:</i>	Unclassified		<i>Market Group:</i> Deputy City Manager
<i>Drug Screen / Physical:</i>	N	N	<i>EEO4 Group:</i> Officials and Administrators

DISTINGUISHING CHARACTERISTICS
<p>This position is unclassified, which means the employee or the City can terminate the employment relationship at any time, for any or no reason, with or without cause or notice. Moreover, the Mayor and City Council – Chief of Staff serves at the discretion of the incumbent Mayor and City Council members.</p> <p>The Mayor and City Council – Chief of Staff must be politically astute and sensitive to issues or requests that have the potential for controversy.</p>

REPORTING RELATIONSHIPS
Receives direct supervision from the City Manager.
Exercises direct supervision over professional and administrative staff assigned to the Mayor and City Council.

MINIMUM QUALIFICATIONS	
<i>Experience:</i>	Equivalent to three years of full-time, professional experience in program administration, research or finance, preferably in municipal government. Experience working with elected officials is preferred.
<i>Education:</i>	Requires a Bachelor's degree from an accredited college or university with major course work in business administration, public administration or other degree related to the core functions of the position. A Master's degree is highly preferred.
<i>License / Certification:</i>	None

ESSENTIAL JOB FUNCTIONS
Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. The primary role of Chief of Staff is to carry out highly responsible and complex assignments from the Mayor to accomplish City objectives; to perform professional level duties involved in the research and analysis of complex municipal policy issues for the Mayor and City Council; to serve as a communication and policy liaison between the Mayor's Office, the City Council, the City Manager's Office, other City departments, and the general public; and to provide supervision of support staff for the Mayor and City Council.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the general public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City's safety procedures at all times.
- Works with the Mayor to identify the needs of the city and to accomplish Mayor and City Council strategic objectives.
- Ensures the Mayor and City Council are fully informed on all policy matters requiring attention.
- Briefs and advises the Mayor and City Council on matters of concern and prepares position statements for consideration;
- Performs research on assigned problems, issues, or programs; analyzes findings and recommends changes in policies or procedures;
- Coordinates the work of Committee of the Whole and ensures resulting information is accurately communicated to Mayor, City Council, City Manager and City departments;
- Prepare reports, memos or verbal updates on matters of significance at the direction of the Mayor or individual Councilmembers to ensure elected officials and senior management team are informed of current status of significant programs, issues or events.
- Provides or serves as liaison between the Mayor and City Council and administrative staff, City departments, citizens or community organizations;
- Develops and monitors administrative policies and procedures for staff to process the flow of work and carry out goals and objectives of the Mayor and City Council;
- Directs staff work necessary to accomplish programs or projects of interest to the Mayor and City Council;
- Oversees and directs the work of the Tempe 311 division and staff;
- Prepares, edits and reviews correspondence from the Mayor and City Council to citizens, organizations or community groups;
- Accompanies or represents the Mayor at various meetings and ensures that the Mayor receives all necessary background information;
- Prepares or directs reporting staff to accumulate material and research for drafts of speeches, articles, editorials, and policy statements delivered by the Mayor and City Council;
- Prepares budget and reviews and approves all expenditures in the Mayor/Council Office;

- Attends City Manager's agenda meetings;
- Attends City Council meetings; prepare City Council consensus reports.
- Provide pro-active performance planning utilizing performance management tools.
- Performs other job related duties as assigned.
- Physically present to perform the duties of the position.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Work in a stationary position for considerable periods of time;
- Work alone for extended periods of time;
- Operate computers, calculators and other office machines using repetitive hand/eye movement;
- Considerable reading and close vision work;
- May require working extended hours.

COMPETENCIES

CLASSIFICATION LEVEL	INCLUDES	COMPETENCIES
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision

For more information about the City of Tempe's competencies for all classifications:

[City of Tempe, AZ : Competencies](#)

JOB DESCRIPTION HISTORY

Effective June 2012

Revised August 2014 (Reporting Relationship, Essential Functions, and Physical/Mental Activities)