



City of Tempe is seeking a **MAYOR AND CITY COUNCIL - CHIEF OF STAFF**

\$84,372 - \$113,902

Opening Date:

Tuesday, August 19, 2014

Closing Date:

Monday, September 8, 2014

Benefits

- Minimum of 14 paid vacation days per year (depending upon length of service) in addition:
- 56 hours of executive leave per year
- 12 paid sick leave days per year
- 12 paid holidays per year
- health, dental, life, and vision care coverage plans
- up to \$5,000 per year tuition reimbursement
- Arizona State Retirement System (ASRS)

How To Apply

Applicants are required to submit a cover letter and resume (including an e-mail address).

Email your materials to: jobs@tempe.gov

For further information, please contact:

Lawrence LaVictoire, Human Resources Manager, (480) 350-8277

Selection Criteria

Applicants whose experience and training most closely meet the needs of the city may be selected for further testing/interviews. Falsifying information or lying during any stage of the selection/hiring process will make you ineligible for new or continued city employment.

Minimum Qualifications

Work Experience:

Three years of professional experience in at least one of the following areas:

- Program administration and/or
- Research or finance
- Experience is preferably with a municipal government and/or elected officials

Education:

A Bachelor's degree from an accredited college or university in business administration; public administration; or a degree related to the core functions of this position. Master's degree is highly preferred.

The Community

In the center of the Greater Phoenix Metropolitan Area, Tempe covers approximately 40 square miles and is home to more than 161,000 residents and a workforce of more than 150,000.

Tempe is surrounded by six freeways and is the only Arizona city to have border to border light rail. The majority of the Greater Phoenix Metropolitan Area can reach Tempe within 20 minutes.

Tempe is one of Arizona's oldest communities, with roots dating back to the Hohokam. The city still has buildings from the late 1800s in its downtown. While enjoying dynamic growth, the city has maintained its unique personality and style through a careful and masterful blending of the new with the old. Respecting its heritage and energetically planning for the future, Tempe is a wonderful mix of history and modern urban amenities.

Tempe is home to the nation's largest university -Arizona State University - and Tempe Town Lake – one of the most popular destinations in the state, second only to the Grand Canyon. Tempe is the spring training home for the Los Angeles Angels of Anaheim's. Downtown Tempe offers the original walkable urban downtown district, representing a destination for the independently spirited, a hub for entertainment and an attractive market for entrepreneurial business.

About 25,000 people work in downtown Tempe for companies such as Allstate Insurance, Amazon, Lifelock, Chase and Smith Barney. Major employers in the city include Insight Computers, Arizona State University (ASU), Wells Fargo, Edward Jones and US Airways, as well as an eclectic mix of small and locally owned businesses.

Tempe is among Arizona's most educated cities. More than 40 percent of our residents over the age of 25 have Bachelor's degrees or above. This lends itself to a creative, smart atmosphere where anything seems possible. People and businesses in Tempe have worked on projects including the Mars Rover, implanted heart defibrillators, solar energy and much more.

Tempe has a distinct identity as an emerging destination city, with all the offerings of a community rich in economics, technology, culture, tourism and educational resources.

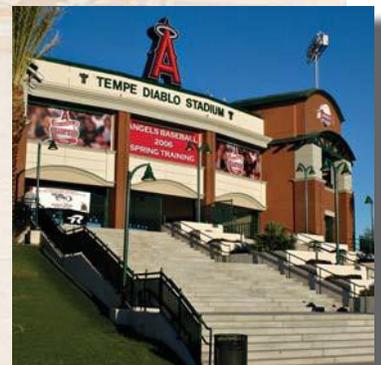
The Culture

Tempe residents enjoy an unsurpassed quality of life, including more than 150 special events annually, such as one of the nation's largest and best New Year's Eve parties, Rock n Roll AZ Marathon, Tour de Fat Bike Festival, Ironman Arizona and a Fourth of July celebration that regularly draws more than 50,000 people. Tempe residents are fit and enjoy 175 miles of bikeways, hiking at Papago Park and A Mountain, rowing, sailing and paddling at Tempe Town Lake and horseback riding at Papago Stables.

Residents also enjoy Tempe's various cultural and art activities at its many venues that include the Broadway shows at ASU Gammage, Spring Training Baseball, community performances at Tempe Center for the Arts. There are a number of museums in Tempe, such as The Arizona Historical Society Museum, Nelson Fine Art Center and many others regionally, including the world famous Heard Museum.

City Government

A unique inverted pyramid structure in downtown Tempe houses the City's council/manager form of government. Tempe is a full-service municipality with a workforce of more than 1,600 regular employees, with an additional 700+ temporary employees. Tempe has an operating budget of \$431 million, with a AAA bond rating from Standard & Poor's and Fitch. Policy direction is provided by the Mayor/City Council who are assisted by an active community that includes a variety of boards, commissions and committees.





MAYOR AND CITY COUNCIL - CHIEF OF STAFF

Purpose:

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.

Supervision Received and Exercised:

Receives direct supervision from the City Manager.

Exercises direct supervision over professional and administrative staff assigned to the Mayor and City Council.

Distinguishing Characteristics:

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 Councilmembers.

The Mayor and City Council – Chief of Staff must be politically astute and sensitive to issues or requests that have the potential for controversy.

Essential Functions:

Duties may include, but are not limited to, the following:

- 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;

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Mayor and City Council Chief of Staff (continued)

- 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.
- Performs other job related duties as assigned.

Minimum Qualifications:

Experience:

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.

Education:

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

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Mayor and City Council Chief of Staff (continued)

core functions of the position. A Master's degree is highly preferred.

Licenses/Certifications

None

Examples of Physical and/or Mental Activities:

- 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:

<http://www.tempe.gov/home/showdocument?id=9317>

Job Code: 011

Status: FLSA Exempt / Unclassified