



City of Tempe

MAYOR & CITY COUNCIL – CHIEF OF STAFF

JOB CLASSIFICATION INFORMATION			
<i>Job Code:</i>	011	<i>Department / Office:</i>	City Manager
<i>Supervision Level:</i>	Supervisor	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Unclassified**	<i>Market Group:</i>	Deputy City Manager
<i>Safety Sensitive / Drug Screen:</i>	No	<i>Physical:</i>	No
Click here for more job classification information including current salary range.			
**This classification 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.			

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>	Three (3) years of experience in program administration, public policy research/development or other relevant work.
<i>Education:</i>	Bachelor's degree from an accredited college or university with major course work in disciplines reasonably related to the core functions of the position. A master's degree is preferred.

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 and Councilmembers 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.

- 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;
- Prepares 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;
- Provides oversight and/or direction to professional staff, as needed;
- 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 related duties as assigned.

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		
<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
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
<p><i>For more information about the City of Tempe's competencies for all classifications:</i> City of Tempe, AZ : Competencies</p>		

JOB DESCRIPTION HISTORY
<p><i>Effective June 2012</i> <i>Revised August 2014 (Reporting Relationship, Essential Functions, and Physical/Mental Activities</i> <i>Revised January 2021 (updated duties and responsibilities)</i></p>