

City of Burlington

Job Description

Position Title: Chief of Staff

Department: Mayor's Office

Reports to: Mayor

Pay Grade: 28

Job Code: 0

Exempt/Non-Exempt: Exempt

Union: Non-Union

General Purpose: Under the supervision of the Mayor and within the framework of established City policies, this position applies management practices in a wide variety of administrative and operational areas with significant latitude for independent and mature judgment and action. This position serves as liaison to City Departments and their Directors, the City Council, State and Federal government, and labor union leadership, as well as community members, organizations, businesses, schools, universities and colleges, hospitals, and health centers. This position actively supports City diversity, equity, cultural competency, and accessibility initiatives for the Mayor. Also, this position acts as communications director for the Mayor's Office, as well as advisor to City Departments on communications and media matters. This position regularly staffs the Mayor at internal City meetings and external events throughout the community. This position connects the Mayor's Office with the public and the media to foster open government by developing and managing communications tools that facilitate transparency. This position is a Mayoral appointment and serves at the pleasure of and reports directly to the Mayor.

Essential Job Functions: This section outlines the fundamental job functions that must be performed in this position. The "Qualifications/Basic Job Requirements" and the "Physical and Mental/Reasoning Requirements and Work Environment" state the underlying requirements that an employee must meet in order to perform these essential functions. In accordance with the Americans with Disabilities Act, reasonable accommodations may be made to qualified individuals with disabilities to perform the essential functions of the position.

Essential Functions:

- Operations
 - Facilitate Mayoral decision-making and communication of Mayoral decisions to City employees and community partners.
 - Serve as Mayor's Office liaison for Department Heads and all other City staff and keep Mayor apprised of emergent, time-sensitive, and high-public impact operational issues within City Departments.
 - Provide direction to and work directly with Department Heads to resolve emergent, time-sensitive, and high-public impact operational and policy issues.
 - Serve as Mayor's Office primary point of contact for City Councilors, prepare for and attend City Council meetings, as well as City Council committee meetings, and engage in appropriate follow-up activities.
 - Oversee search processes for all Mayoral appointments.
 - Determine priorities and craft agenda for regular all-Department Heads meetings.

- Outside of the formal collective bargaining process, serve as Mayor's Office primary point of contact for labor union leadership and facilitate open communication and positive relationships with the unions.
 - Prepare for and staff Mayor at meetings with Department Heads, other City employees, public and private partner individuals and organizations, members of Vermont's federal congressional delegation, and Burlington's statehouse delegation, other elected officials, and engage in appropriate follow-up activities.
 - Assist Mayor in drafting documents relating to City Charter, Ordinances, rules, and regulations.
 - Supervise creation and management of Mayor's Office and Regional Programs budgets.
 - Strategize with Mayor and Department Heads to identify and create innovative Mayoral initiatives, programs, and projects, as well as coordinate and supervise the timely implementation of such efforts.
 - Supervise Mayor's Office staff, including interns, work-study students, and other personnel on a project basis.
- Community Engagement and Communications
 - Serve as Mayor's Office representative at internal and public meetings as needed.
 - Engage with and serve as key Mayor's Office liaison to community members, organizations, businesses, and other groups to gather feedback and listen to ideas and concerns and to ensure a timely response to those individuals and groups.
 - Engage with and serve as key Mayor's Office liaison in partnerships with community institutions of public good, including schools, universities and colleges, and hospitals and health centers.
 - Actively support and monitor accountability for City diversity, equity, cultural competency, and accessibility initiatives for the Mayor.
 - Develop and implement City's outbound media strategy designed to keep the public informed of City business and activity.
 - Manage all inbound media inquiries for Mayor's Office.
 - Identify and implement open government policies and transparent practices within the Mayor's Office and throughout City departments in cooperation with Chief Administrative Officer.
 - Coordinate with Chief Administrative Officer and City Departments, each of which manages its own inbound and outbound media inquiries, to ensure timely responses to media and public inquiries.
 - Prepare media advisories, releases, policy statements, proclamations, letters, and other written materials.
 - Communicate with print, television, radio, and social media on behalf of the Mayor's Office.
 - Coordinate operation of Mayor's Facebook page and Twitter stream.
 - Work with information technology staff to encourage and expand increased use of City website as a community engagement tool.
 - Coordinate public events, including media component, for Mayor's Office.

Non-Essential Job Functions:

- Performs other duties as required.

Qualifications/Basic Job Requirements:

- Four (4) years of middle or senior management experience required, eight (8) years preferred. Experience in government or non-profit organizations preferred.
- Bachelor's Degree required. Master's or other advanced degree preferred. Equivalent training and experience may be substituted for education.
- Demonstrated team building, leadership, and negotiation skills.
- Demonstrated excellent verbal and written communications skills
- Ability to represent City in situations requiring public speaking.
- Knowledge of municipal or state government management under the direction of an elected official, preferred.
- Demonstrated knowledge of and ability to establish and maintain effective public relations practices.
- Demonstrated commitment to diversity, equity, cultural competency, and accessibility.
- Ability to work effectively across diverse cultures and constituencies.
- Ability to coordinate efforts of several departments and to facilitate operations of inter-departmental programs and projects.
- Evenings and weekends may be required.

Physical & Mental/Reasoning Requirements; Work Environment:

These are the physical and mental/reasoning requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental/reasoning requirements will not automatically disqualify a candidate or employee from the position. Upon request for a reasonable accommodation, the City may be able to adjust or excuse one or more of these requirements, depending on the requirement, the essential function to which it relates, and the proposed accommodation.

<input checked="" type="checkbox"/> seeing	<input type="checkbox"/> ability to move distances	<input type="checkbox"/> lifting (specify)
<input type="checkbox"/> color perception	<input type="checkbox"/> within and between	<input type="checkbox"/> pounds
<input type="checkbox"/> (red, green, amber)	<input type="checkbox"/> warehouses/offices	<input type="checkbox"/> carrying (specify)
<input checked="" type="checkbox"/> hearing/listening	<input type="checkbox"/> climbing	<input type="checkbox"/> pounds
<input checked="" type="checkbox"/> clear speech	<input type="checkbox"/> ability to mount and	<input type="checkbox"/> driving (local/over
<input checked="" type="checkbox"/> touching	<input type="checkbox"/> dismount forklift/truck	<input type="checkbox"/> the road)
<input checked="" type="checkbox"/> dexterity	<input type="checkbox"/> pushing/pulling	
<input checked="" type="checkbox"/> hand		
<input checked="" type="checkbox"/> finger		
<input type="checkbox"/> reading - basic	<input type="checkbox"/> math skills - basic	
<input checked="" type="checkbox"/> reading - complex	<input checked="" type="checkbox"/> math skills - complex	<input checked="" type="checkbox"/> analysis/comprehension
<input type="checkbox"/> writing - basic	<input checked="" type="checkbox"/> clerical	<input checked="" type="checkbox"/> judgment/decision
<input checked="" type="checkbox"/> writing - complex		<input type="checkbox"/> making
<input type="checkbox"/> shift work	<input checked="" type="checkbox"/> outside	<input type="checkbox"/> pressurized equipment

<input checked="" type="checkbox"/> works alone	<input type="checkbox"/> extreme heat	<input type="checkbox"/> moving objects
<input checked="" type="checkbox"/> works with others	<input type="checkbox"/> extreme cold	<input type="checkbox"/> high places
<input checked="" type="checkbox"/> verbal contact w/others	<input type="checkbox"/> noise	<input type="checkbox"/> fumes/odors
<input checked="" type="checkbox"/> face-to-face contact	<input type="checkbox"/> mechanical equipment	<input type="checkbox"/> hazardous materials
<input checked="" type="checkbox"/> inside	<input type="checkbox"/> electrical equipment	<input type="checkbox"/> dirt/dust

Supervision:

Directly Supervises: 3 Indirectly Supervises:

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by employees to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified.

Approvals:

Department Head: _____ Date: _____

Human Resources: _____ Date: _____