

Classification description



Chief of Staff for Council President

Title: Chief of Staff

Pay Range: 200

Job Code: 1703

Employee Group: Unclassified

Established: December 2018

Revised: February, 2019

EEO Category: Officials and Administrators

FLSA Status: Exempt – Executive and Supervisory

DESCRIPTION

The Chief of Staff provides executive level support to the Council President by planning, directing, coordinating and evaluating the overall operation of the Office of the Council President.

DUTIES AND RESPONSIBILITIES

- Manages the Council President’s office and Council business.
- Directs and oversees implementation of work to carry out Council policy and directives.
- Represents the Council President in public meetings and with other elected officials.
- Provides the leadership and management oversight to address and accomplish established long-term goals, objectives and strategies related to programs and projects of the department and/or the agency; directs short and long-range plans to ensure effective and efficient operations; assesses needs and prioritizes resources toward achieving department role and responsibilities.
- Works to coordinate the Council priorities and policies with the COO and Deputy COO directly and with assigned Metro staff.
- Participates in and helps set the agenda for regularly scheduled meetings.
- Provides assistance on policy and political issues to the Council President and Council.
- Vets issues and individuals before meeting with the Council President and prepares staff and the Council President before meetings with external groups and individuals.
- Oversees the prompt correspondence with constituents’ inquiries and complaints.
- Manages quarterly meetings with various stakeholder groups; prepares staff and the Council President before meetings.
- Manages Council’s yearly organizing resolution, ensures communications are clear between Councilors, staff members and the Council President’s office.
- Manages Council President’s office staff to prepare for talks, presentations and meetings.
- Manages Council’s yearly performance reviews of the Chief Operating Officer and Metro Attorney.
- Supervises positions assigned to the Council office.

It is the responsibility of all Metro employees to:

- Actively participate on committees and/or attend meetings as assigned.

- Fulfill Metro's core values of public service, excellence, teamwork, respect, innovation and sustainability. This includes, but is not limited to:
 - Build and maintain positive relationships and contribute to a positive team atmosphere; engage others in ways that foster respect and trust
 - Encourage and appreciate diversity in people and ideas – seek to understand the perspectives of others
 - Provide excellent customer service – assist the public, public officials and agency partners, and other employees in a professional and courteous manner with the goal of meeting or exceeding expectations
 - Practice continuous improvement - research new possibilities, contribute ideas and stay current in field of work
 - Demonstrate sustainable practices in applicable field and generally for resource use and protection
 - a. Work assigned schedule (if applicable); exhibit regular and predictable attendance
 - b. Practice safe work habits
 - c. Comply with Metro and Metro's visitor venues policies, procedures and applicable work rules; applicable law and collective bargaining agreements as appropriate
- Perform assigned duties during an emergency situation.
- Perform other duties as assigned.

JOB SPECIFICATIONS

Education/Licensing and Work Experience:

- Minimum of ten years of executive level experience and
- Bachelor's degree in Business Administration, Public Administration, or similar degree or
- Any combination of education and experience that provides the necessary knowledge, skills, and abilities to perform the classification duties and responsibilities

Knowledge, Skills and Abilities:

- Principles and practices, and the legal requirements, regulations, and laws applicable to area of assigned responsibility
- Possess political skills necessary to speak both internally and externally on behalf of the Metro President and Council
- Fiscal management, including budget preparation and expenditure control
- Management theory and the principles and practices of supervision
- Major business and specialized computer software programs
- Strong leadership skills with the ability to build consensus among diverse groups
- Plan, organize and oversee assigned departments and projects
- Analyze and evaluate operations and develop and implement corrective action

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- Communicate successfully with elected officials, the media, the public, and various interest groups regarding sensitive and/or complex issues
- Cultivate diversity, advance equity and practice inclusion
- Continuous use of discretion, decision making, negotiation and mentoring
- Interpersonal skills, customer service, and teamwork
- Training and supervision
- Presentations and group facilitation
- Reading, writing, understanding and speaking English
- Advanced math and programming
- Perform all position essential duties and responsibilities
- Fulfill Metro's core values of public service, excellence, teamwork, respect, innovation and sustainability
- Work assigned schedule and exhibit regular and predictable attendance
- Work in a safe manner and follow safety policies, practices and procedures
- Comply with Metro and Metro's visitor venues policies, procedures and applicable work rules; applicable law and collective bargaining agreements as appropriate

Additional Requirements:

- Successfully pass the background check and screening requirements required for the position

SUPERVISION RECEIVED

Council President

SUPERVISION EXERCISED

This position has direct supervisor responsibility for positions within the council office.

TOOLS AND EQUIPMENT; PROTECTIVE CLOTHING

Standard office environment is used

WORK ENVIRONMENT

Work is performed mostly in an office setting; may work in difficult situations with others. As necessary to meet workload demands, works outside of typical schedule including evening/weekend hours. Work may require travel to off-site locations.

The classification description indicates the general nature and level of work of positions grouped within this classification; it is not intended to be a comprehensive inventory of all duties and responsibilities, job specifications, work environment or other characteristics of a specific position. The classification description is not an employment agreement between the employee

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and Metro or Metro's visitor venues and is subject to change by Metro. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.