



Job Title	Chief of Staff / Chief Administrative Officer	FLSA Status	Exempt
Band	SMG	Probationary Period	At Will
Zone	7	Job Code	19701

Class Specification – Chief of Staff / Chief Administrative Officer

Summary Statement:	
<p>The purpose of this position is to direct, manage, and oversee the activities and operations of Finance, Human Resources, City Clerk, Information Technology, Parks, Planning, and Public Works Departments. This is accomplished managing a wide range of duties that leads to the health of the entire organization; develop and guide strategy; create and execute policy development; plan fiscal and budget management; leadership and development of effective organizational structure; collaborates with Division Heads on daily issues and special projects; advise and assist the Mayor in delivery of City services; liaison with City Council and the general public; and guide, mentor, and inspire organizational efficiency and effectiveness. Other duties include provide consultation, interpretation, and advice to City staff regarding concerns or problems; conflict management and resolution to complex and politically sensitive issues; and make presentations to variety of boards, commissions, and citizen groups.</p>	
Essential Functions	Note: Regular and predictable attendance is an essential function in the performance of this job.
Time % (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
45%	Leads the organization in strategic planning and performance measurements; provides exceptional leadership and effective management in all areas of staffing and personnel, administration, project completion, information technology and development, and operational budgetary controls; supervises Division Heads of assigned departments; provides consultation, interpretation, and advice; and conflict management to resolve sensitive issues.
20%	Serves as the organization’s primary negotiator, project leader, and manager of all special projects; and directs staff in relation to projects, company progress, technology, fiscal responsibility, and personnel-related issues.
20%	Responsible for the analytics of sphere of control; oversees financial statements and ratios; oversees budget creation; and solid steward of the organization’s financial resources.
15%	Advises and assists the Mayor’s office; liaison to City Council; and makes presentations to various boards, commissions, and citizen groups requiring diplomacy, effective communications, and decisive action.



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Competencies Required:

Human Collaboration Skills: Communications are highly sophisticated and involve final decisions or recommendations regarding policy development and implementation. Interaction with others outside the organization requires exercising participative management skills that support team efforts and quality processes.

Reading: Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.

Math: Advanced - Ability to apply fundamental concepts of theories, work with advanced mathematical operations methods, and functions of real and complex variables. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.

Writing: Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.

Technical Skills Required:

Advanced Skills and Knowledge: Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.

Relevant Background and Formal Education: Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

Education: Bachelor's degree from an accredited college or university with major course work in public administration, business administration, or a related field.

Experience: Eight to ten years of full-time responsible management experience including five years of administrative, leadership, and supervisory responsibility.



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Certifications and Licenses: Must possess or be able to acquire the following certifications and/or licenses.

Certifications required in accordance with standards established by departmental policy.

Supervision Exercised:

Work requires managing and monitoring work performance of a department including evaluating program/work objectives and effectiveness, establishing broad organizational goals and realigning work and staffing assignments for the department.

Supervision Received:

Receives Administrative Direction: The employee normally performs the duty assignments within broad parameters defined by general organizational requirements and accepted practices. End results determine effectiveness of job performance.

Fiscal Responsibility:

This job title has responsibility for final approval of budgetary recommendations. Monitors progress toward fiscal objectives and adjusts plans as necessary to reach them.

Physical Demands:

Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.

Environmental Conditions	Frequency
Primary Work Environment	Office Environment
Extreme Temperature	Never
Wetness and Humidity	Never
Respiratory Hazards	Never
Noise and Vibrations	Never
Physical Hazards	Never
Mechanical and/or Electrical Hazards	Never
Exposure to Communicable Diseases	Never

Machines, Tools, Equipment, and Work Aids:

Computer, printer, copier, telephone, and standard office equipment.



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Specialized Computer Equipment and Software:
Microsoft Office.

The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.

Original Date: January 2015