

MAYOR'S CHIEF OF STAFF

SUMMARY:

The Chief of Staff assists the Mayor in oversight and administration of Urbana city government. Key responsibilities include helping all city departments develop and maintain best practices with a high level of accountability to citizens. A major focus will be to help foster good communications and harmonious working relationships with staff, the City Council, the citizens, the business community and local, state and federal governments.

ESSENTIAL JOB FUNCTIONS:

- Maintains an effective working relationship with the City Council, city staff, news media, constituents, business and community leaders;
- Conducts research on best practices in other cities;
- Responds to constituent concerns and resolves problems;
- Acts as Public Information liaison on behalf of the Mayor;
- Conducts staff meetings in the absence of the Mayor;
- Acts as the Mayor's principal liaison and responds to office visits and telephone inquiries from constituents and various interest groups;
- Represents the City to local groups when the Mayor is unavailable.

EDUCATION/EXPERIENCE:

A minimum of a bachelor's degree and at least ten years experience in working with local governments or any combination of education and experience which demonstrates an ability to perform the essential job functions.

SKILLS AND KNOWLEDGE REQUIRED:

- Knowledge of municipal practices and procedures;
- Knowledge of local, state and federal agencies and departments;
- Ability to work cooperatively and courteously with diverse groups of people;
- Excellent oral and written communication skills;
- Knowledge of office computer applications;
- Works well under pressure.