

**CITY OF AURORA
JOB DESCRIPTION**

**JOB CODE: 287
SALARY GRADE: E17
EFFECTIVE/UPDATED: 1/1/2020**

CHIEF OF STAFF/ALDERMAN'S OFFICE

Definition

Under the direction of the Alderman's RAP Committee, this position is responsible for day-to-day oversight, direction, and training of staff in the Alderman's Office. Generally, reports directly to and acts on behalf of Aldermen, processing various complaints and/or request from Constituents. Oversees program management and communicates objectives between Aldermen and Department Heads. Liaison to the Mayor and Mayor's staff to ensure accurate and timely information is disseminated.

Equipment/Job Location

Operates a variety of office equipment, including personal computer, calculator, typewriter, printers, recorder, telephone and copy/fax machine. Job duties performed in a seated position for extended periods of time. Normal office environment where there is no physical discomfort or exposure to hazards. The noise level in the work environment is usually moderate.

Essential Functions of the Job

1. Oversees day-to-day activities of the Alderman's Office, to include supervision of staff for planning of office activities, information dissemination, and ensuring proper documentation is provided for committee and council meetings and a variety of other meetings.
2. Manages office operations to include preparation of departmental budgets, payroll reports, information management, maintenance of orientation and office procedures guide, filing systems, maintenance of public information guide, requisition of supplies, maintenance of equipment and other duties required to maintain and ensure proper operation of the office.
3. Delegates assignments to staff, ensure proper monitoring of tasks, and project follow-through. Maintains updates of project(s) to the respective public official(s) through completion.
4. Conducts research, drafts resolutions, ordinances and correspondence.
5. Researches information as requested by Aldermen. Organizes details, obtains required information, and prepares documents.
6. Assists in creating and distributing policies for elected officials in conjunction with RAP Committee and Chief Financial Officer.

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7. Administers orientation of newly elected officials. Provides all necessary documentation under Sec. 2-60 of the Code of Ordinance.
8. Disseminates information through staff meetings, the office committee, e-mail, or memos. Serves as liaison between public officials, city staff, residents, and other members of the community. Responds to public inquiries.
9. Ensures staff are up to date on changes in laws, codes, programs, office policies and procedures.
10. Maintains efficient complaint procedures and follow-up methods, to include feedback throughout the process to all parties.
11. Researches and compiles information for recommendation of budget changes and modifications.
12. Assists Aldermen with the planning, organization, coordination and operation of ward events.
13. Creates goals and objectives and monitors performance measurements for the department.
14. Attends groundbreakings and ribbon cutting ceremonies.
15. Responsible for interdepartmental collaboration.
16. Performs other duties as assigned.

Required Knowledge and Abilities

- Requires extensive knowledge of the policies, practices and procedures in municipal government.
- Requires knowledge of the laws and regulations as it pertains to municipal government.
- Requires knowledge of local ordinances.
- Requires extensive knowledge of office management, practices and procedures.
- Requires ability to effectively research and compile reports, statistics, and information in a professional and comprehensive format.
- Requires ability to supervise effectively.
- Must possess strong working knowledge of Robert's Rules of Order and the Open Meetings Act.
- Requires ability to write resolutions and ordinances for review by the Legal Department.
- Requires ability to maintain confidentiality.
- Requires strong oral and written communication skills. Ability to establish and maintain effective professional relationships with public officials, city staff, business leaders and the public.
- Requires proficiency in Microsoft Office Suites.
- Requires ability to establish and maintain effective working relationship with employees, City officials, the media and the public.

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- Requires ability to work independently without supervision and to effectively manage the multiple obligations for all aldermen.

Qualifications for Hire

- Requires a Bachelor's degree in Public Administration, Business Administration, or a related field.
- Requires three (3) years of management experience.
- Preferred ten (10) years of experience in municipal government.