

## **CHIEF OF STAFF TO THE DEPUTY MAYOR**

**DISTINGUISHING FEATURES OF THE CLASS:** The Chief of Staff to the Deputy Mayor plays an important supporting role to the Mayor's highest-ranking senior advisor. Reporting to the Deputy Mayor, they design and implement systems to promote the smooth functioning of the Deputy Mayor's team, which also includes the Public Safety Commissioner, Director of Economic Opportunity and Development, and Director of Intergovernmental Affairs. As the Deputy Mayor's right hand, this role ensures the administration is effectively moving forward on the administration's priorities and is proactively managing critical relationships.

### **TYPICAL WORK ACTIVITIES:** (Illustrative Only)

- Ensures that the Deputy Mayor's schedule is organized and updated so that they can advance their priorities, responds to situations that emerge, and are prepared for all meetings and engagements;
- Prepares high-quality, timely, and clear briefing materials to prepare the Deputy Mayor for all meetings;
- Organizes Director meetings that will be convened and facilitated by the Deputy Mayor. Collaborates with Mayor's Office colleagues, Department Directors, and others to source critical information that will be incorporated into meeting materials;
- Assists the Deputy Mayor in providing clear reports on a regular basis to the Mayor, summarizing departmental updates on progress, upcoming milestones, resource needs, and operational challenges and improvements. Assists the Deputy Mayor in summarizing and highlighting key decision points and recommendations for the Mayor to consider;
- Accompanies the Deputy Mayor to critical meetings, events, and other engagements to provide support and to ensure that the broader Deputy Mayor's team provides timely and appropriate follow-ups where needed;
- Serves as a liaison to all City departments and agencies, supervising the development and implementation of specific policy initiatives at the Mayor and Deputy Mayor's order. This includes but is not limited to ensuring Commissioners and Directors of the various City departments and agencies fully implement and comply with new initiatives, and helps create and maintain performance analysis of different mayoral initiatives;
- Serves as the Deputy Mayor's liaison to the Common Council;
- Assists Management of intergovernmental affairs on behalf of the Deputy Mayor, and represents the Deputy Mayor in specified meetings with intergovernmental stakeholders at the local, state and federal levels, including meeting with public and private entities that work with the City of Albany;
- Works closely with the Deputy Mayor's team to identify areas of improvement across all City Departments and Agencies, and helps develop plans to ensure improved delivery of services;

- Assists with research and briefs the Deputy Mayor on new and innovative policies and best practices;
- Provides research, recommendations, and drafts for policy-based speeches, testimony, and other public statements;
- Oversees the management of the Deputy Mayor's schedule and appointments;
- Oversees the management of social media and other external communications;
- Manages Deputy Mayoral appointments to boards and commissions;
- Assists with supervision of Mayor's Office staff and delegates duties to staff as appropriate;
- Assists with approval of office requisitions as necessary;
- Performs related work as required.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- A track record of building and maintaining productive, positive working relationships with a diverse range of partners;
- Strong knowledge of the structure, operations, and functions of local government as well as State and Municipal policies and procedures;
- The ability to communicate clearly, succinctly and in a compelling way;
- Strong ability to translate ideas into easily digestible, actionable messaging;
- Strong organizational skills, attention to detail, exceptional time management, and the ability to manage multiple priorities in a fast-paced environment;
- Strong knowledge of the principles and practices of public administration & office management;
- Ability to meet and deal tactfully and effectively with City department heads, employees and the general public;
- Ability to work effectively under pressure of time constraints and busy office environment;
- Ability to supervise;
- Ability to multitask;
- Good judgment;
- Ability to work effectively with diverse populations;
- Trustworthy and Dependable;
- Thorough knowledge of office terminology, procedures and equipment;
- Thorough knowledge of word processing and computer operation;
- Physical condition commensurate with the demands of the position.

## **MINIMUM QUALIFICATIONS:**

- A. A Bachelor's degree (or higher) in Public Policy, Public Administration or a related field and three (3) years of professional experience supporting executive leaders, coordinating projects, and or managing complex processes **OR**;
- B. An Associate's degree in Public Policy, Public Administration or a related field and five (5) years of professional experience supporting executive leaders, coordinating projects, and or managing complex processes.

Note: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

## **SPECIAL REQUIREMENTS**

A willingness and ability to work outside of a traditional office schedule, including after hours and weekends as needed, and in various indoor and outdoor settings to support the Deputy Mayor and Mayor.