



CITY OF OMAHA CLASS SPECIFICATION

CLASSIFICATION TITLE: CITY COUNCIL CHIEF OF STAFF

BARGAINING UNIT: [AEC](#)

CODE NUMBER: 4002

PAY RANGE CODE: 29 AEC

REVISION DATE: 6/23/16

NATURE OF WORK:

This is supervisory and administrative work providing staff support to and acting as a liaison for the City Council members. Work includes budget preparation and management, identifying council agenda items which require additional research, supervising professional and clerical staff, and serving as a liaison with local and state agencies and organizations. An employee in this classification works closely with City Council members, the Mayor, Department Directors, and the public in the performance of assigned duties and is required to attend City Council meetings. General assignments are received from the Council President; however, an incumbent exercises considerable independence in the performance of assigned duties.

ESSENTIAL FUNCTIONS: *(Any one position may not perform all the duties listed, nor do the listed examples include all the duties that may be performed in positions allocated to this class.)*

Reviews City Council agenda items and identifies issues requiring additional research for council members' consideration; collects and analyzes data to support new legislation and public policy.

Evaluates the annual city budget after submission by the Mayor to the City Council; recommends revenue, spending and policy alternatives; develops and controls the City Council Office operating budget and reviews all major expenditures.

Hires, assigns work, provides direction, monitors performance, disciplines, and terminates professional and clerical staff.

Addresses citizen complaints; determines appropriate action, oversees research, develops solutions, and prepares a response.

Represents the City Council at various neighborhood and committee meetings and proposes solutions to identified problems; serves as liaison with local and state agencies, businesses, and non-profit organizations.

Supervises the administration of cable television franchises and provides support staff for advisory committees.

Maintains regular job attendance in accordance with a schedule established for the position by the supervisor.

Performs other related duties as assigned or as the situation dictates within the scope of this classification.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of the principles and practices of public administration, particularly of the organization and functions of constituent units of municipal government.

Knowledge of public administration research methods, practices, and techniques of report presentation.

Knowledge of budget preparation and budget management.

Knowledge of the organization and functions of city departments.

Knowledge of and ability to operate a computer or other technology using standard or customized computer or systems software applications appropriate to the assigned tasks.

Ability to learn and adapt to advances in computer and electronics device technology and software.

Ability to plan and direct office operations including assigning work, providing direction, monitoring performance, and approving the hiring, disciplining, and terminating of subordinates.

Ability to prepare clear, concise, and organized business correspondence.

Ability to make work decisions in accordance with laws, regulations and general policies.

Ability to communicate in order to respond to citizen complaints and to represent the City Council at meetings.

Ability to understand oral or written instructions.

Ability to establish and maintain effective working relationships with fellow employees, elected officials, and members of the general public.

Ability to communicate effectively, orally and in writing.

Ability to adhere to safety policies, procedures and guidelines.

Ability to bend, stand, walk and sit from 51 to 75% of the time; reach and stoop from 26 to 50% of the time; and to push, pull, and type up to 25% of the time.

Ability to move objects weighing up to ten (10) pounds up to 33% of the time.

EDUCATION AND EXPERIENCE: *(The knowledge, skills, and abilities above may be acquired through, but are not limited to, the following combination of education and/or experience.)*

Bachelor's degree supplemented by one year of graduate level study leading to a Master's degree in Public Administration.

AND

Four (4) years of experience in public administration or in a large governmental agency performing tasks of budgeting, policy setting, research, administrative analysis or related work.

SPECIAL REQUIREMENTS:

Must be able to transport oneself or coordinate transportation to work sites throughout the city during the course of the work day.

WORKING CONDITIONS: *(The conditions herein are representative of those that must be met by the employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.)*

Work is primarily performed in an office setting amid normal conditions of dust, odors, fumes, and noises and involves considerable public contact.

EQUIPMENT OPERATION: *(Any one position may not use all of the tools and equipment listed nor do the listed examples comprise all of the tools and equipment that may be used in positions allocated to this classification.)*

Computer
Telephone

Dictation Equipment
Printer

Copier
Facsimile Machine

Previous Revision Date(s):

2/1/05