Title of Position: Council, Chief of Staff
Supervisor’s Title: Chair of the Council
Pay Grade: Council Grade 32
Exemption Status: Exempt

Positions Supervised: Communications Manager – Public Information Officer, Principle Policy Analyst, Senior Policy Analyst, Policy Analyst, Assistant Policy Analyst, Senior Budget Analyst, Clerk to the Council, Legal / Code Revision Clerk, Senior Clerk, Associate Clerk, Assistant Clerk, IT and Operations Coordinator

Creation/Revision Date: 12/21/2020
Job Code: 169100

PURPOSE OF POSITION: The Chief of Staff Serves as the operations and public-policy affairs executive for the Pierce County Council. Responsible for overall management, planning and coordination of activities and services that support the Council, in areas of the Clerk, communications, legislative agendas and processes, legal, budget, human resources and administration. The Chief of Staff reports to the Council Chair and responds and is accountable to the requests of all members. Oversees the Council Office budget. Organizes and priorities critical issues and requirement information for efficient decision making. Acts as an advisor to the Chair and Council. This position coordinates with the Executive branch, County departments, and outside agencies. The Chief of Staff ensures Council Office staff objectively support the mission of the Pierce County Council.

ESSENTIAL FUNCTIONS/RESPONSIBILITIES/DUTIES:

1. Manages Council Office staff activities to effectively advance and promote the Council’s legislative initiatives. Ensures that the staff serves the Council responsively and objectively in support of the mission of the County.
2. Strategically manages policies and political issues facing the Council and Pierce County. Provides oversight and guidance to projects of high importance.
3. Develops systems and standards to assure effective operations and sets forth needed skills and training for staff to adhere to operational systems which advance the operations of the Council.
4. Ensures effective operations of the Council staff by planning, directing, and coordinating activities that provide intergovernmental advocacy, communications, administration of Council functions, overseeing the advancement of legislation and fostering public engagement strategies.
5. Provides advanced professional expertise and support to the Council on a wide range of highly complex, sensitive, and confidential topics facing the County.
6. Oversees the advancement of legislation and strategies that foster public engagement and further the goals and objectives of the Pierce County Council.
7. Leads the development of the Council administrative budget; proposes Council Office internal programs and staffing.
8. Develops, implements, and evaluates work programs, plans, processes, systems, and procedures; revises as necessary for continual improvement.
9. Develops, implements, and monitors staff work plans to achieve the mission, goals, and performance measures of the Council Office.
10. Establishes, monitors, and evaluates the performance and conduct standards for Council Office staff.
11. Identifies, anticipates, and monitors issues of a significant policy and/or political nature that may affect Pierce County and develops effective resolution strategies.
12. Serves as a liaison to the Executive Branch and other jurisdictions on issues related to the Council’s agenda, proposed legislation, and strategic partnerships.
13. Briefs Councilmembers and Council Office staff on highly charged and/or significant issues facing Pierce County and the region.
14. Provides advanced professional expertise and support to the Council on highly complex, sensitive, and/or confidential topics.
15. Supports staff on complex and/or significant policy, organizational, and political issues.
16. Develop work plans and operational systems to strategically plan and lead a complex and changing organization.
17. Performs other duties as assigned.

QUALIFICATIONS:

Required Experience:
- Fifteen years of experience in the development and analysis of legislation and public policy.
- Ten years of management experience leading advanced professionals in work related to the legislative process and/or intergovernmental affairs.

Required Education:
- Bachelor’s Degree in public administration, business, political science, or economics.
- Master’s Degree in business or public administration preferred.

Professional Licenses/Certificates/Registration:

Knowledge and Skills:
- Deep understanding of, and skills to apply, the principles and practices of local government administration, legislative processes and procedures, and research processes and techniques.
- Works under minimal supervision with considerable latitude, discretion and independent judgment on significant and complex issues and operations.
- Knowledge and application of the principles and best practices of strategic planning, strategic management, team building, goal setting, political acumen, and performance management.
- Understanding of Pierce County’s governmental structure, functions, strategies, programs, policies, issues, and challenges.
- Excellent communication skills to present facts and recommendations on complex matters in a non-partisan, clear, concise, logical, and objective manner to audiences of various backgrounds.
- Excellent application of professional research methodology to legal codes and regulations.
- Excellent critical thinking and analytical skills to evaluate the economic, political, and social impacts of legislative actions.
- Remain neutral, non-partisan, and objective with elected and appointed officials; maintain confidentiality of communications.
- High level of integrity, ethics, and transparency.
• Demonstrates tact, discretion, and diplomacy when dealing with volatile people and in sensitive situations.
• Excellent mediation and negotiation skills to facilitate meetings and discussions.
• Excellent public speaking and presentation skills.
• Establishes and maintains strong working relationships with elected officials, Council staff, County and outside agencies, special interest groups, and the public.
• Excellent time management and organizational skills to prioritize work and meet deadlines.
• Proficiency with a variety of computer programs including ArcGIS, Adobe Acrobat, Microsoft Outlook, Word, Excel, and PowerPoint.

WORKING CONDITIONS AND PHYSICAL DEMANDS:
• Work is performed in a typical office environment, requiring operation of a telephone, computer, and other office equipment.
• This position requires sitting for long periods of time and walking and/or standing is only required occasionally.
• Physical requirements for this position include hearing, seeing, speaking, reaching, grasping, and repetitive motions.
• This position requires exerting up to 10 pounds of force occasionally to lift, carry, or move objects.
• May be required to travel to alternate work locations.
• May work flexible hours including evenings and weekends.

“This job description is a summary rather than a detailed list of the duties performed. The essential functions, knowledge, skills, abilities, and working conditions may change along with business needs. This job description does not constitute a contract between employer and employee. Office of the Pierce County Council provides reasonable accommodations to assist qualified individuals in order to perform the essential functions their job requires.”