

**CLASS SPECIFICATION  
Mayor's Aide, Senior**

**FLSA Status:** Exempt  
**Union Representation:** Nonrepresented/Exempt from Civil Service

**CLASSIFICATION SUMMARY**

Under general supervision, researches, analyzes and provides recommendations to the Mayor on policy and city administration; serves as liaison to city administration; plans, organizes, manages, facilitates and coordinates policy-related projects or programs; researches and responds to constituent inquiries; oversees community outreach and communications; leads policy implementation, research and creating recommendations; responsible for complex special projects or programs that require coordinating with a number of city bureaus and/or external parties; and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

Mayor's Senior Staff Aides are responsible for conducting the most complex research and analysis and providing recommendations to the Mayor or City Administrator on appropriate courses of action for administration of city bureaus, facilities, and resources. Incumbents lead the staff liaison function and oversee and coordinate projects for the Mayor, City Administrator or a Deputy City Administrator, which includes providing policy direction and guidance to administrative leadership, giving input on programs and services and serving as a bridge for leading communications between the administration, Council offices, and the Mayor. Incumbents are expected to exercise considerable discretion in carrying out responsibilities independently and with awareness of city, bureau, office and constituent issues and sensitivities.

Within this broad class, incumbents are assigned only the most advanced professional programs, projects, and activities in terms of complexity and visibility.

Incumbents serve as an expert policy advisor and are expected to carry out responsibilities in assigned areas that are highly complex, important, sensitive, and varied. An incumbent may also be assigned to perform duties as a deputy chief of staff for the Mayor.

**ESSENTIAL FUNCTIONS**

The incumbent may perform a combination of some or all of the following duties, and performs related duties as assigned.

General Duties:

1. Updates and keeps the Mayor informed on current and emerging events, activities and issues within the administration to ensure appropriate response and action; analyzes statistics, data and reports and conducts policy analysis to assist the Mayor in making informed decisions; researches and briefs the Mayor on key policy issues and Council agendas; reviews results of major studies and coordinates preparation of projects, reports and recommendations; tracks political implications of city programs and projects; monitors news and notes events or issues relevant to office mission and opportunities for the Mayor to attend or participate in local activities.
2. Coordinates development, interpretation and application of policy direction for various programs; provides advocacy for strategies that further achievement of the Mayor's priorities; works with the

Mayor and administrative leadership to implement legislative and executive initiatives; maintains effective communication with parties involved in or impacted by related strategies.

3. Leads projects and functional areas within the Mayor's office; maintains liaison with administrative leadership and technical staff; advises the Mayor on determination of program needs; leads the preparation and presentation of programs for elected official's approval and manages implementation of approved programs and projects; provides policy direction and guidance to administrative leadership on the Mayor's priorities; gives input on programs, services and contract funding decisions; works with county, state and federal agencies, businesses and community groups and officials regarding plans and priorities for existing and planned programs and city initiatives; tracks current case law and business practices that may impact bureau practices and procedures; serves as bridge for communications between the administration and the Mayor; provides recommendations to the Mayor on critical city issues; ensures administrative issues requiring legislative changes are presented to Council; participates on city committees and ensures committee compliance with City Code and by-laws; serves on selection committees and gives input on hiring decisions; attends staff meetings.
4. Provides stakeholders and community partners with efficient, informed, proactive and responsive services and seeks input and involvement of stakeholders in city policy implementation and programs; meets with business and community-based organizations to develop partnerships in carrying out various programs; participates in developing regional strategies with key stakeholders.
5. Researches and responds to constituent inquiries and concerns; provides information, referrals and responses to complaints or concerns; manages constituent responses regarding city issues and coordinates with appropriate offices; meets and corresponds with citizen and service groups to answer questions; assists with coordination of Mayor-citizen meetings, including preparing briefings and conducting follow-up; recommends new or modified policies to reflect concerns raised by citizens; assists in ensuring maximum accord between citizen desires and city and bureau programs and policies by conducting analysis and review.
6. Acts as lead staff liaison to the media and responds to media inquiries; produces and implements communication plans; writes press releases, edit letters, reports, or articles for publication or public distribution; answers media questions, gives interviews and speaks to the press regarding assigned areas and projects; works with bureaus and others on problem-solving and media/outreach strategies.
7. Represents the Mayor and the City at public events and meetings, such as ceremonies and community forums, on committees, boards, commissions and at meetings when elected official is unable to attend or participate to ensure the official's ideas and agenda are represented.
8. Prepares, drafts, proofreads, and edits speeches, talking points, letters, position papers, memos, opinion pieces, reports, proposals, resolutions, motions, ordinances, amendments, proclamations, intergovernmental agreements and special correspondence.

### **SUPERVISION RECEIVED AND EXERCISED**

The work of this classification is performed under supervision of the Mayor's Chief of Staff or Mayor.

May supervise one or more Mayor's Aides.

### **KNOWLEDGE/SKILLS/ABILITIES REQUIRED**

1. Knowledge of City government organization, ordinances, rules, policies, and procedures relating to the administration of an elected official's office.
2. Knowledge of legislative methods, techniques and procedures of the City Council and other political subdivisions.
3. Knowledge of City Charter and Code provisions, ordinances, and policies applicable to areas of responsibility.

4. Knowledge of federal, state, and local laws, regulations, and court decisions applicable to areas of assigned responsibility.
5. Knowledge of principles and practices of public administration, including maintenance of public records.
6. Knowledge of research methods and analysis techniques.
7. Knowledge of principles and practices of effective business communications and correct English usage.
8. Knowledge of constituent service standards, policies, procedures, and etiquette.
9. Ability to define city and bureau issues, perform analyses and research with a wide range of complexity, evaluate alternatives and develop sound conclusions and recommendations.
10. Ability to lead and monitor the activities of an assigned project or functional area.
11. Ability to understand, interpret, explain, and apply city, state, and federal policy, laws, and regulations applicable to areas of responsibility.
12. Ability to present proposals and recommendations clearly, logically, and persuasively in public meetings.
13. Ability to represent the City and elected official effectively on a variety of issues with diverse audiences.
14. Ability to prepare clear, concise, and comprehensive correspondence, reports, studies, and other written materials.
15. Ability to exercise sound independent judgment and political acumen within general policy guidelines.
16. Ability to maintain sensitive and confidential information.
17. Ability to exercise tact and diplomacy in dealing with highly sensitive, complex, and confidential issues and situations with broad effects on city policies and issues.
18. Ability to establish and maintain highly effective working relationships with elected officials, all levels of city management, other governmental officials, business and community leaders, community agencies, employees, the public and others encountered in the course of work.

### **MINIMUM QUALIFICATIONS REQUIRED**

Any combination of education and experience that is equivalent to the following minimum qualifications is acceptable.

**Education/Training:** Bachelor's degree from an accredited college or university with a major in business or public administration, political science, or a closely related field;

AND

**Experience:** Four (4) years of progressively responsible experience working within an elected official's office providing research and analysis.

#### **Special Requirements and/or Qualifications:**

A valid state driver's license may be required.

#### **Preferred Qualifications:**

Management experience working for a public agency.

#### **Class History:**

Adopted: 1/12/24