



## **City of Derby Position Description**

**TITLE:** Chief of Staff

**CLASSIFICATION:**

This position is an exempt salaried position and shall be considered full-time.

**GENERAL STATEMENT OF DUTIES:**

The purpose of the Chief of Staff is to assist the Mayor in planning and implementing the physical and economic development of the City to achieve a balanced and cultural base for orderly growth of the City.

**SUPERVISION RECEIVED:**

The Chief of Staff works directly under the supervision of the Mayor and shall hold no other elected or appointed office within the City.

**SUPERVISION EXERCISED:**

Supervisory authority is limited to staff, as assigned or directed by the Mayor.

**ESSENTIAL JOB FUNCTIONS:**

In addition to managing municipal projects and handling duties as assigned by the Mayor, the Chief of Staff will act as a liaison among City officials and staff, developers, private businesses, community and political officials, and the public to foster municipal development.

The Chief of Staff is responsible for carrying out the development priorities established by the Mayor, with a primary focus on the redevelopment of defunct business areas and housing stock.

The Chief of Staff helps to expedite regulatory processes of development proposals; prepares research for and provides technical assistance to various boards and commissions at the direction of the Mayor; prepares written reports; interprets and administers pertinent laws; and maintains relationships with regional, statewide, and federal organizations and agencies.

**MINIMUM EDUCATIONAL TRAINING AND EXPERIENCE:**

This position requires, at a minimum, a bachelor's degree from an accredited four-year college or university, and at least five years' experience in a field that provides the necessary knowledge, skills, and ability to analyze, plan, and finalize complicated projects. A master's degree in public administration or business administration, or

a law degree and at least three years' experience may be substituted for the five years' experience.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

In addition to possessing working knowledge of the principles and practices of municipal development and governmental structure, the employee must have considerable knowledge of local ordinances, state and federal law, and applicable local, state, and federal administrative regulations. Strong verbal, written, computer, and interpersonal skills are required. The Chief of Staff must be capable of managing multiple complicated projects and creatively solving complex problems.

**COMPENSATION:**

The Chief of Staff shall be paid an annual salary of up to \$60,000.

The Chief of Staff will be entitled to the same benefits and pension as Derby City Hall employees.