

**CITY OF CHATTANOOGA**  
**Classification Specification Title: Chief of Staff**

**Department: Executive Branch**

**Pay Grade: GS.29**

**Supervision Received From: Mayor**

**FLSA Status: Exempt**

**Supervisory Responsibility For: Council Members, Admin**

**Established: 4/19/21**

**City Planning, Exec. Dir. Community Safety and Gun**

**Revision Dates: 4/1/25;**

**Violence Prevention, Dep. Chief of Staff, Dir. Intergovern-**

**8/27/24; 10/20/23**

**mental & External Affairs, Housing Stability Facilitator, Sr.**

**Advisor Communications and Digital Strategy, Sr. Advisor**

**for Legislative Initiatives, Dir. Community Engagement, Dir.**

**Supplier Diversity, Council Vice Chairperson, Exec. Dir.**

**APCB, Exec. Asst. to Chief Equity Officer, Community Prog.**

**Specialist, Dir. Community Health, Council Chairperson,**

**Admin. City Planning**

**CLASSIFICATION SUMMARY:**

The Chief of staff provides support to the Mayor by planning, directing, coordinating, and evaluating the overall operation of the Mayor's Office; performs a variety of advanced professional duties and analytical projects for the Mayor; relieves the Mayor of administrative detail; acts as a liaison to City Council members; responds to constituent inquiries; attends and represents the Mayor at governmental, community group, school, and service club meetings; and assumes responsibility for the office in the absence of the Mayor.

**SERIES LEVEL:**

The Chief of Staff is a stand-alone position.

**ESSENTIAL FUNCTIONS:**

*(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)*

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.

Coordinates, assigns and reviews work and establishes work schedules; maintains standards; monitors status of work in progress; inspects completed work assignments; answers questions; gives advice and direction as needed.

Coordinates day-to-day operation of the Mayor's office: manages workload, provides lead work to secretary and interns, is first responder to items of urgency, coordinates office's response to news or changing policy; attends Mayor office meetings, including regular Administrative Assistant meetings; monitors and researches items on Mayor's agenda, prepares reports of findings and recommendations.

Responds promptly to constituent complaints or inquiries by gathering information, coordinating with city staff or others; discusses constituent complaints or inquiries with the Mayor and receives direction; responds to constituent; researches and follows up on status of projects or pending issues.

Prepares and monitors office's budget, including processing check requests, monitoring balances, and planning annual budget, as well as managing unexpected variables; monitors and researches items in City budget.

Attends outside meetings during both workday and evenings, in the community including Neighborhood Services Area meetings, special meetings on urgent issues in the community, and others of a variable nature; represents the Mayor at a wide variety of meetings.

Prepares and organizes Mayor's meetings, including goals, location, equipment, agenda, participants, and any other variables. Assists Mayor with special media events as required; assists Mayor in preparing articles for local media.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Performs other duties as assigned.

DEPARTMENT SPECIFIC DUTIES (if any):

**MINIMUM QUALIFICATIONS:**

Bachelor's Degree in public or business administration, political science, or a closely related field supplemented by six (6) years of progressively responsible experience working within an elected official's office providing support, research and analysis or related responsibility; or an equivalent combination of education, training and experience.

**LICENSING AND CERTIFICATIONS:**

A valid Driver's License

#### KNOWLEDGE AND SKILLS:

#### PHYSICAL DEMANDS:

Positions in this class typically require reaching, fingering, grasping, talking, hearing, seeing, and repetitive motions.

#### WORK ENVIRONMENT:

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

#### SPECIAL REQUIREMENTS:

Safety Sensitive: N

Department of Transportation - CDL: N

Child Sensitive: N

The City of Chattanooga, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.