



Classification Specification Title: Executive Assistant to Chief of Staff

Department	Executive Branch ▾	Grade: NP.AP
Supervision Received	Chief of Staff	FLSA Status: Exempt ▾
Supervisory Responsibility	None	Established: Jul 1, 2021
		Revision: May 8, 2026

CLASSIFICATION SUMMARY:

The Executive Assistant to the Chief of Staff is a senior-level administrative professional providing high-level, confidential, and strategic support to executive leadership. Requiring the exercise of independent judgment and discretion, this position involves overseeing intricate schedules, coordinating executive-level operations, and driving primary initiatives forward for the Chief of Staff. Success in this role demands a high level of proficiency in navigating competing priorities within a politically sensitive and rapidly evolving environment. The incumbent in this role also serves as a central liaison between executive leadership, City departments, elected officials, external partners, and the public to ensure alignment with the Mayor's Office priorities and effective execution of strategic objectives.

SERIES LEVEL: The Executive Assistant to Chief of Staff is a stand-alone position.

*** This is an Appointed 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.)*

Provide direct, high-level administrative and strategic support to the Chief of Staff and Deputy Chief of Staff.

Manage complex calendars, scheduling priorities, and executive communications.

Prepare briefing materials, agendas, presentations, and correspondence.

Coordinate travel, logistics, and daily operational needs for executive leadership.

Maintain strict confidentiality and exercise sound judgment in all matters.

Strategically prioritize and manage meeting requests and executive time.

Anticipate conflicts, resolve scheduling challenges, and adjust priorities as needed.

Ensure meetings and engagements align with organizational goals and leadership priorities.

Coordinate logistics for meetings, public events, and stakeholder engagements.

Coordinate and execute strategic projects and cross-functional initiatives.

Track timelines, milestones, and deliverables to ensure successful implementation.

Conduct research, analyze data, and develop recommendations to support decision-making.

Serve as a point of contact for select initiatives, driving progress and resolving issues.

Serve as liaison between executive leadership, City departments, City Council, boards, external agencies, and the public.

Facilitate communication and collaboration across internal and external stakeholders.

Support public engagement efforts, events, and intergovernmental coordination.

Respond to inquiries and resolve issues with professionalism and discretion.

Prepare, review, and manage a variety of documents, including reports, contracts, ordinances, and official correspondence.

Coordinate workflows related to City Council processes, executive approvals, and communications.

Maintain records, filing systems, and executive documentation.

Support budget coordination, financial tracking, purchasing, and expense processing.

Assist with grants, contracts, and special projects as assigned.

Develop and implement administrative procedures to improve efficiency and effectiveness.

Identify opportunities to streamline workflows and enhance operational performance.

Support implementation of new tools, systems, and technologies.

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):

None

MINIMUM QUALIFICATIONS:

Bachelor's degree in Business Administration, Public Administration, Communications, or a relevant field with three (3) to five (5) years of progressively responsible experience supporting senior leadership in an administrative, operational, or project coordination capacity; or any combination of equivalent experience and education.

LICENSING AND CERTIFICATIONS:

Valid Driver's License

KNOWLEDGE AND SKILLS:

Strong working knowledge of project management tools, particularly Monday.com, including tracking workflows, managing timelines, and coordinating cross-functional projects. Experience in improving processes, streamlining workflows, and implementing administrative systems or tools.

Advanced proficiency in Google Workspace (Docs, Sheets, Slides, Calendar, Gmail), including document creation, data tracking, and executive scheduling. Exceptional written and verbal communication skills, including preparation of executive-level materials.

Advanced organizational, analytical, and problem-solving abilities with strong attention to detail. Demonstrated ability to manage multiple priorities, complex schedules, and competing deadlines in a fast-paced environment. High level of discretion, professionalism, and political awareness when handling sensitive information. Ability to navigate ambiguity, exercise independent judgment, and bring clarity and structure to complex situations.

PHYSICAL DEMANDS:

Positions in this class typically require 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: Child Sensitive: Dept of Transportation (CDL):

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.

Revision History: 7/21/25; 4/02/25; 10/20/23