



City of South Bend

Vacancy Announcement

Post Date: Wednesday, June 24, 2015

Closing Date: Until filled

CHIEF OF STAFF TO THE MAYOR

Category: Exempt

Department: Mayor's Office

Reports To: Mayor

Schedule: Monday-Friday, 8:00 am-5:00 pm.; evening and weekend work may be necessary.

Position: SUMMARY

Supports the Mayor and Department Heads in the planning, directing, coordinating, and evaluating the overall operations of the City. Acts as liaison to City Council, constituents, business leaders, and City staff.

SUPERVISION EXERCISED

Not applicable.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This list represents the types of duties required by the position. Other duties may be assigned as reasonably expected.

- Responds promptly to constituent inquiries and complaints including gathering information and finding solutions to solve them. Solutions may include new city-wide programs or enlisting specific departments to address the issue.
- Liaison to department heads regarding strategic decisions and plans to ensure City policies and objectives are successfully implemented.
- Assists Mayor with special media events, as required.
- Represents the Mayor and the City of South Bend at meetings and events.

NON-ESSENTIAL DUTIES AND RESPONSIBILITIES

- Performs other duties and assume other responsibilities as apparent or as delegated.

QUALIFICATIONS

To perform this position successfully, an individual must be able to perform each essential duty in a satisfactory manner. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE

- Bachelor Degree in Public Administration, Business Management, Communications, or equivalent required.

- Minimum three years' experience in project management, relationship building, communications, and/or data analysis. Public sector experience a plus.

KNOWLEDGE, SKILLS AND ABILITIES PREFERRED

- Skilled at establishing and maintaining effective working relationships.
- Well-honed people management skills, poised and capable of gaining trust while influencing positive organizational outcomes.
- Experience in project management including data gathering and analysis, formulation of plans, and overall management of major initiatives.
- Knowledge of research methods, data analysis, and preparation of reports.
- Ability to balance conflicting priorities in a public office environment.

CERTIFICATES, LICENSES, REGISTRATIONS

- Valid Indiana Driver's License if required to drive City vehicle.

EQUIPMENT

Desktop and laptop computer; landline and cellular; facsimile machine; copier, and scanner.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and walk, and talk or hear. The employee is occasionally required to walk; use hands to fingers, handle or feel objects, tools or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required in this job include vision and the ability to adjust focus.

WORK ENVIRONMENT

Work is performed in office setting, with moderate inside temperatures. The noise level in the work environment is usually quiet to moderate in the office and may be quiet to loud in the field. Exposure to adverse weather conditions such as cold or heat may prevail in situations involving outside meeting engagements. Entire office is smoke free.

EQUAL OPPORTUNITY EMPLOYER

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran's status, national origin, genetic information, or sexual orientation. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.

TO APPLY

All applications for currently posted positions will be submitted online at www.southbendin.gov or at the City of South Bend Office of Human Resources, 227 W. Jefferson Blvd., 12th Floor, South Bend, IN 46601.

Ability to Speak Spanish a Plus
Drug Screen Required