GOVERNMENT OF THE DISTRICT OF COLUMBIA
COUNCIL OF THE DISTRICT OF COLUMBIA

POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO: **CDC-19-08**	POSITION TITLE: **Chief of Staff**
OPENING DATE **02-01-19**	CLOSING DATE: **Open Until Filled**
FIRST SCREENING DATE:	TOUR OF DUTY: **9:00 a.m. – 5:30 p.m.**
NO. OF VACANCIES: **One**	
TYPE OF APPOINTMENT: **Full-Time Excepted Service**	DURATION OF APPOINTMENT: **At-Will**
AREA OF CONSIDERATION: **Open to the Public**	LOCATION: **John A. Wilson Building** **1350 Pennsylvania Avenue, NW** **Washington, DC 20004**

This position is **NOT** in a collective bargaining unit.

SUMMARY:
The incumbents of this position act as a senior level confidential assistant to a Councilmember and usually manage the day to day activities of the Councilmember's office. The senior member of the Councilmember's office manages and directs the general administrative and staff support functions of the office; plans, organizes, controls and directs the staff; ensures that the Councilmember's schedule and advance itineraries are managed in the most effective and efficient manner; ensures that administrative and legislative support functions are coordinated with the Office of the Secretary; manages a system of correspondence management, control and tracking; ensures that the Constituent Services operation is meeting the stated goals and objectives of the Council Member; ensures the citizen issues and complaints are handled promptly and are responsive to constituent needs; acts as a liaison for the Councilmember and the community—including the advocate/provider and business communities; and provides overall support to the objective and goals as established by the Councilmember. The Chief of Staff provides leadership, management, planning, and monitoring of the operations, expenditures, activities, communications and community outreach programs for a Councilmember.

POSITION ATTRIBUTES

The major functions of this position are:

• Serves as a senior level personal and confidential assistant to an individual Councilmember.
• Manages the day to day operations of the Council office including supervising the office staff. Ensures that the office staff coordinates activities with the various Committees that the Councilmember functions as a member or as the Chairman.
• Manages the Councilmember's communications staff and programmatic goals that include, but are not limited to:

o Building relationships with the press corps
o Setting up interview opportunities for the Councilmember
o Writing copy for internal and external communications (letters, newsletters, emails, print collateral, website, social media, etc.)
o Managing all communications, including operation of the website, Twitter, Facebook, Instagram, and the Councilmember's overall online presence
• Manages the appointments/meeting schedule for the Councilmember. Coordinates the advance itinerary including large scale protocol and media events. Attends various citywide events and meetings with the Councilmember.
• Manages the approval and preparation of ceremonial documents such as special resolutions for anniversaries, birthdays, community service, salutes, weddings, retirements, reunions and other special events or occasions.
Represents the Councilmember at meetings and may conduct interagency and stakeholder meetings on issues that are of importance to Ward residents and/or the Councilmember.
• Represents the Councilmember at various task forces, boards and commissions preparing summaries of action items and the identification of responsible individuals.
• Supervises administrative support activities that include:
o Providing word processing support for the office
o Implementing a system of document control to assure the accessibility of information
o Assuring the availability and distribution of government administrative forms
o Supervising the mail distribution functions.
o Assuring the sorting and pre-sorting of first-class mail both incoming and outgoing
o Establishing and sets priorities for mail pickup and delivery
• Manages the time and attendance activities for the Office of the Councilmember.
• Manages the travel and training reimbursement activities.
• Supervises, coaches and evaluates a staff potentially including interns, fellows, and Summer Youth Employment Program participants engaged in administrative and operational support activities.
• Prepares or manages the preparation of responses to correspondence.

The incumbent of this position has daily contact with the staff throughout the Council, the general public, business community, advocacy groups, foreign visitors and dignitaries, officials from the Executive Branch of the DC government and officials from the federal government, other state and local governments and members of the US Congress. The purpose of these contacts is to provide services, explains activities of the Council, resolve issues, collect and provide information.

INCUMBENT ATTRIBUTES

The successful incumbent will have experience in managing a staff engaged in administrative and management support functions. The successful incumbent of this position will have at least a bachelor's degree in a field of study directly related to public policy development such as public administration, public policy and other related fields of study that exhibit the possession of the skills and competencies for a leadership position assigned to a legislative organization such as a City Council or a state legislature. Incumbents of this position will be required to work with minimal supervision in a high paced, team environment that is also sometimes stressful. Work is performed primarily in an office setting and sometimes within the community. Performance expectations will be developed with the Member of the Council.

DOMICILE REQUIREMENT: An appointee to the Excepted Service is required to be domiciled in the District of Columbia at the time of his or her appointment or become a domiciliary of the District of Columbia within 180 days of appointment and shall maintain such domicile during the period of appointment. (D.C. Official Code §§ 1-609.06(a) and 1-610.59; and 6 DCMR B 305.)

DRUG-FREE WORKPLACE: Pursuant to the requirements of the Drug-Free Workplace Act of 1988, the individual selected to fill this position will, as a condition of employment, be required to notify his/her immediate supervisor, in writing, not later than five (5) days after conviction of or a plea of guilty to a violation of any criminal drug statue occurring in the workplace.

EEO Statement: The District of Columbia government is an equal opportunity employer.
Equal Opportunity Employer: All qualified candidates will receive consideration without regard to race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, physical handicap, or political affiliation.

Notice of Non-Discrimination: In accordance with D.C. Human Rights Act of 1977, as amended, D.C. Official Code, Section 2-1401.01 et. seq., (Act) the District of Columbia does not discriminate on the basis of actual or perceived: race color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, or place of residence or business. Sexual harassment is a form of sex discrimination which is also prohibited by the Act. In addition, harassment based on any of the above protected categories is prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.

HOW TO APPLY:
Interested applicants are asked to email a completed Form DC 2000 (available at http://dccouncil.us/jobs-solicitations/) to jobs@dccouncil.us