



Office of Human Resources
Executive Director City Council Staff - YA1600
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General Statement of Duties

Directs the City Council staff, including council aides and interns, and manages major projects with citywide impact and participates as a member of the contract negotiation team.

Distinguishing Characteristics

This is a single incumbent class.

Level of Supervision Exercised

Supervises subordinate supervisors and other City Council staff.

Essential Duties

Develops and interprets Council policies, rules and regulations and office policies, ensuring compliance with Council member guidelines and appropriate City Ordinances and federal, state and local regulations. Identifies and informs the Council of issues or policy decisions required.

Works with the Council to determine the goals and objectives of the organization and the assignment of major project responsibilities.

Provides advice regarding the Charter, ordinances and other laws to elected officials and provides information about various options.

Manages the daily operations of the City Council staff and ensures procedure supports quality service for Council members and the public and are adequate to accomplish defined goals and objectives.

Participates as a principle member of the City and County of Denver's negotiation team to establish contracts for police, fire and sheriff officers.

Develops and manages the City Council staff budget, allocates funds within the budget to accomplish objectives, controls expenditures within established allocations and legal requirements for assigned work functions and ensures costs are maintained on a quarterly basis in accordance with appropriate policies, rules and regulations.

Establishes and maintains the organizational communication systems and acts as liaison between the City Council, media, Denver Mayor's Office, and other entities.

Performs research and conducts projects requiring consultation with various organizations including the City Attorney's Office, projects that have citywide impact, and reports results to Council members.

Delegates responsibility and authority over operational functions and/or projects to subordinate supervisors and staff and reviews the technical research, analysis, recommendations or conclusions to ensure uniformity, thoroughness and conformance to established procedures and validity.

Directs the development of the performance evaluation program for the central staff members in the organization and develops evaluations for subordinate supervisory and other direct reports. Formally evaluates the work of direct reports and reviews evaluations prepared and submitted by subordinate supervisors.

Develops requests for proposals for consulting service contracts as determined by the members of City Council.

Interviews and selects City Council staff and establishes policies regarding employee training and development, discipline, grievances and performance evaluations.

Resolves operational and unforeseen procedural problems and addresses other concerns as directed or necessary.

Resolves problems encountered by employees during the course of the assignment.

Develops and prepares a variety of reports including annual reports.

Performs other related duties as assigned or requested.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

Competencies

Analyzing and Interpreting - Analyzes complex information and applies expertise to produce high quality work products.

Thinking Strategically - Thinks strategically and promotes best practices and leading-edge ideas.

Deciding and Initiating Action - Takes responsibility for actions, projects and people; makes quick, clear decisions which may include tough choices, after considering risks.

Delivering Results - Sets high standards for quality, quantity, and timelines. Focuses on customer needs and satisfaction. Consistently achieves project goals.

Persuading and Political Influence - Gains clear agreement and commitment from others by persuading, convincing, and negotiating. Makes effective use of political processes to influence others.

Coaching - Provides others with clear direction, motivates, and empowers. Recruits staff of a high caliber and provides staff with development opportunities and coaching.

Knowledge & Skills

Skill in establishing objectives, policies and procedures to ensure the Council's mission is fulfilled.

Skill in developing and managing a budget for an organization.

Skill in developing and preparing requests for proposals for consulting services.

Skill in monitoring contracts for compliance to performance criteria.

Education Requirement

Bachelor's Degree.

Experience Requirement

Three (3) years of management experience over professional staff members.

Education & Experience Equivalency

Additional appropriate education may be substituted for one year of the minimum experience requirement.

Licensure & Certification

By position, requires a valid Driver's License at the time of application.

Licenses and certifications must be kept current as a condition of employment.

Working Environment

Pressure due to multiple calls and inquiries
Subject to long irregular hours
Subject to many interruptions
Subject to varying and unpredictable situations
Subject to traffic, roadways, and pedestrians.

Level of Physical Demand

1-Sedentary (0-10 lbs.)

Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Sitting: remaining in the normal seated position.

Reaching: extending the hand(s) and arm(s) in any direction. Handling: seizing, holding, grasping, or otherwise working with hand(s).

Talking: expressing or exchanging ideas by means of spoken words.

Hearing: perceiving the nature of sounds by the ear.

Eye/hand/foot coordination: performing work through using two or more.

Near Visual Acuity: ability to see clearly at 20 inches or less.

Lifting: raising or lowering objects weighing no more than 10 pounds, from one level to another.

Background Check Requirement

Criminal Check

Employment Verification

Education Check

By position, Motor Vehicle Record

Assessment Requirement

None

Probation Period

Six (6) months.

Class Detail

Pay Grade: A-816

FLSA Code: Y

Established Date: 9/21/2018

Established By: LS

Revised Date:

Revised By:

Class History: