



Career Service Authority

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Executive Director – City Council Staff

GENERAL STATEMENT OF CLASS 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

Guidelines, Difficulty and Decision Making Level:

Guidelines are in the form of Charter, legal and professional regulations and objectives.

Work assignment involves creating, establishing, developing, and directing the vision and mission for an agency, major division, or department which it was created by establishing its programs, functions, projects, policies, and procedures. Establishes organizational production and performance standards and determines resources. Duties performed involve many abstract factors to be evaluated and weighed requiring a high degree of concentration, analytical ability, judgment, and decision-making.

Employee is responsible for determining strategic structure, goals, objectives, and resources and for providing leadership for the agency/department and the community it serves. Determines strategy priority shifts for the agency or department.

Level of Supervision Received and Quality Review:

Under executive direction, the employee is delegated personal responsibilities and authorities over a division, agency, or department. Agency managers or directors, the Mayor, cabinet members, and/or a commission or board may review work for soundness of judgment and conclusion.

Interpersonal Communications and Purpose:

Contacts where the exchange of information, support, influence, and cooperation may have a very significant impact on the organization.

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.

MINIMUM QUALIFICATIONS

Competencies, Knowledge, & Skills:

Integrity/Honesty – Contributes to maintaining the integrity of the organization, displays high standards of ethical conduct, understands the impact of violating these standards on an organization, self, and others, and is trustworthy.

Interpersonal Skills - Establishes and maintains constructive and cooperative interpersonal relationships with staff, peers, higher-level management, internal customers and external customers and stakeholder groups to accomplish the organization's mission. Adapts approaches to different people and situations.

Oral Communication - Clearly communicates and explains agency/departmental policies and work assignments to staff, and communicates information about the assigned functional and/or operational area's activities to peers, higher-level managers, administrative staff of other organizations, internal and external customers of a localized function, and local stakeholder groups.

Problem Solving - Identifies and analyzes problems; uses sound reasoning to arrive at conclusions; finds alternative solutions to complex problems; distinguishes between relevant and irrelevant information to make logical judgments.

Decisiveness - Makes sound and well-informed decisions; perceives the impact and implications of decisions; commits to action, even in uncertain situations, in order to accomplish organizational goals.

Written Communication - Composes, reviews, edits and issues written materials for diverse audiences; communicates purpose in a succinct and organized manner that is appropriate for context, time and place.

Flexibility - Is open to change and new information; adapts behavior and work methods in response to new information, changing conditions, or unexpected obstacles; effectively deals with pressure and ambiguity.

Technical Competence - Is knowledgeable about the subject matter, procedures, requirements, regulations and policies related to area of responsibility. Provides expert advice to staff, higher-level managers, peers, administrative staff of other organizations, internal and external customers of a localized functional and/or operational area, and local stakeholder groups.

External Awareness - Identifies and keeps up-to-date on key agency policies/priorities and economic, political, and social trends which affect the organization; understands where the organization is headed and how to make a contribution.

Financial Management - Prepares, justifies, and/or administers the budget for program area; plans, administers, and monitors expenditures to ensure cost-effective support of programs and policies

Manages Diversity - Is sensitive to cultural diversity, race, gender, and other individual differences in the workforce; manages workforce diversity.

Knowledge of research and investigation techniques sufficient to be able to identify pertinent issues, determine what information is needed, secure and analyze desired information and formulate logical recommendations.

Knowledge of supervisory principles and practices sufficient to be able to develop and implement a performance evaluation program.

Knowledge of supervisory principles and practices sufficient to be able to delegate responsibility and assignments to subordinate personnel.

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

Skill in independently adapting, interpreting, and applying written guidelines, precedents, and standardized work practices to a variety of unprecedented and problematic situations.

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.

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. Accommodation: ability to adjust vision to bring objects into focus.

Working Environment:

Pressure due to multiple calls and inquiries

Subject to long irregular hours

Subject to many interruptions

Subject to varying and unpredictable situations

Education Requirement:

Bachelor's Degree.

Experience Requirement:

Three years of management experience over professional staff members, including one year of contract negotiation experience.

Education/Experience Equivalency:

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

Licensure and/or Certification:

By position, possession of a valid driver's license at the time of application. Possession of a valid Colorado Class "R" driver's license prior to the end of probation.

CLASS DETAIL

FLSA CODE: Exempt

ESTABLISHED DATE: 09/16/2001

REVISED DATE: 11/15/2009

REVISED BY: Paul Wiberg

CLASS HISTORY: 11/15/09: class specification was put into a new format; competency statements were added.