



## City of Kansas City, Missouri Job Class Specification

<b>Job Title:</b>	CHIEF AIDE TO THE MAYOR	<b>Department:</b>	MAYOR
<b>Job Code:</b>	1749U	<b>Status:</b>	EXEMPT
		<b>Grade:</b>	UNCLASSIFIED

**Summary** This is expert staff work in the performance of a wide range of services to the Mayor.

Under general policy direction, plans, organizes, manages and directs the day-to-day operations and activities of the Mayor's office. Provides expert professional assistance and support to the Mayor on a wide range of highly complex, sensitive and confidential topics. Researches, analyzes and provides recommendations regarding difficult, sensitive, important and wide-ranging policy areas; serves as the Mayor's liaison to multiple boards, commissions, Citywide committees and councils; and performs related duties as assigned.

**Duties and  
Responsibilities**

- Plans, organizes, controls, integrates and evaluates the work of the Mayor's office staff.
- Develops, implements, and monitors work plans to achieve office mission, goals and performance measures; directs the development of and monitors performance against the office budget; manages and directs the development, implementation and evaluation of work programs, plans, processes, systems and procedures to achieve City and office goals, objectives and performance measures consistent with the City's quality and citizen service expectations.
- Interprets administrative policies and relays instructions and policy and procedural revisions to staff and other interested parties, supervises the preparation of materials for public reporting; plans, coordinates and reviews work related to the Citywide budget.
- Develops, reviews and interprets complex policies affecting the City; conducts assigned research and procedural, organizational and administrative studies and prepares reports on proposed or recommended solutions or courses of action to City.
- Researches and drafts materials for use in public and media relations, such as speeches, talking points and letters; researches and writes briefing papers and provides briefings orally and in writing to the Mayor; reviews council agendas and briefs the Mayor for council meetings.

**Duties and  
Responsibilities  
(cont.)**

- Chairs Citywide committees on a variety of issues and assists the Mayor and other elected officials in providing leadership in addressing complex and sensitive Citywide matters.
- Serves as liaison to assigned regional and community councils and works closely with bureau staff and council members to communicate the Mayor's policy objectives; communicates bureau and council goals, objectives, mission and work to the Mayor, office staff and the public.
- Provides briefings and interviews to the media regarding the Mayor's positions, views and policies and various issues and topics; makes public appearances and delivers speeches on behalf of the Mayor.
- Represents the Mayor on boards, commissions, task forces and high-level policy and council meetings and work sessions and with other elected officials, business and community leaders and the public; corresponds with City, public and private officials, community groups and the public on behalf of the Mayor.

**Technical Skills**

Extensive knowledge of:

City government organization, ordinances, rules, policies and procedures relating to the administration of an elected official's office.

The organization and functions of constituent units.

Legislative methods, techniques and procedures of the City Council and other political subdivisions.

City Charter and Code provisions, ordinances and policies applicable to areas of responsibility.

Federal, state and local laws, regulations and court decisions applicable to areas of assigned responsibility.

Thorough knowledge of:

Advanced administrative principles and methods, including goal setting, program development and implementation.

Principles and practices of public administration, including budgeting, contracting, reporting and maintenance of public records.

Research methods and analysis techniques.

Principles and practices of effective business communications and correct English usage.

Constituent service standards, policies, procedures and etiquette.

Principles and practices of effective management and supervision.

City human resources policies and labor contract provisions.

**Technical Skills  
(cont.)**

- Ability to:
- Plan and direct the operations and activities of the Mayor's office, including the application of sound, expert knowledge, research and analysis of Citywide issues.
  - Define complex City and bureau issues, perform difficult and complex analyses and research, evaluate alternatives and develop sound conclusions and recommendations.
  - Understand, interpret, explain and apply City, state and federal policy, laws and regulations applicable to areas of responsibility.
  - Evaluate work processes and recommend and implement improvements.
  - Present proposals and recommendations clearly, logically and persuasively in public meetings.
  - Represent the City and Mayor's office effectively on a variety of issues.
  - Prepare clear, concise and comprehensive correspondence, reports, studies and other written materials.
  - Exercise sound, expert independent judgment, and seasoned political acumen within general policy guidelines.
  - Maintain sensitive and confidential information.
  - Exercise tact and diplomacy in dealing with highly sensitive, complex and confidential issues and situations with broad effects on City policies and issues.
  - Establish and maintain highly effective working relationships with elected officials, all levels of City management, other governmental officials, business and community leaders, community agencies, employees, the public and others encountered in the course of work.

**Education and  
Experience**

To be determined by Mayor

**Certificates/  
Licenses/Special  
Requirements**

Must pass a background check as prescribed by the City.

**Supervisory  
Responsibility**

Supervision is exercised over all staff.

**Supervision  
Received**

Work is performed under the general supervision of the Mayor.

Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. Reasonable accommodation will be provided to qualified individuals with disabilities. The City of Kansas City has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.

**Created  
Revised**

08/2023, 01/2024

