

# Chief of Staff

## Alderwoman Julia Ramirez

### 12th Ward, City of Chicago

#### Description

Alderwoman-elect Julia Ramirez is seeking a dedicated and competent leader to serve as Chief of Staff for the constituents of Chicago's 12th Ward. In this multifaceted role, the Chief of Staff will function as the Alderwoman's primary policy and legislative advisor, playing a key role in shaping the Alderwoman's positions and legislative initiatives. The Chief of Staff will be responsible for conducting research on ward and city-wide issues and will oversee the office's operational plans. Additionally, the Chief of Staff will manage and direct all staff activities, coordinate the Alderwoman's schedule with committee offices, the Mayor's office, and the media, and maintain official records. The ideal candidate for this position will possess strong leadership skills and the ability to develop and implement strategies to achieve the Alderwoman's goals while ensuring the smooth functioning of the office.

#### Qualifications

- Bachelor's degree or a minimum of five years of relevant work experience in government, public policy, or community organizing.
- Strong understanding of local politics and the city's government structure, including municipal legislative processes and City Hall organization and procedures.
- Familiarity with municipal, state, and federal agencies and departments.
- Expertise in policy issues relevant to the Alderwoman's agenda, with the ability to conduct research and analyze complex policy issues.
- Deep knowledge of the city, its communities, and its issues, with the ability to build relationships with constituents and community groups.
- Effective leadership skills, including staff management and collaboration with city council colleagues to advance the councilor's agenda.
- Strong attention to detail, organizational skills, and priority-setting abilities.
- Excellent written and oral communication skills, including proficiency in computer applications and word processing.
- Demonstrates interest in innovation in public engagement and new processes, methods, and procedures to inform the Ward's public input process.
- Commitment to ensuring that all members of the community are included in the participatory processes, especially those who are traditionally marginalized or underrepresented.
- Flexibility to work a schedule that may include nights and weekends.
- Experience with developing participatory governance processes is desired.

#### Responsibilities

Policy and Legislative Responsibilities:

- Carries out the Alderwoman's policy and legislative goals, formulates positions on legislative issues, and monitors legislative activity for long-term and short-term planning.

- Oversees the progression of legislation in which the Alderwoman is involved, recommends strategies and tactics on bills and positions, and schedules and runs legislative briefings for the Alderwoman and staff.
- Recommends co-sponsorship of legislation and writes and reviews legislative memos.
- Remains up-to-date on current municipal issues and evaluates current events and media reports relevant to the 12th ward and the city.
- Develops and implements media, communications, and public relations strategies relating to policy matters. Acts as the formal spokesperson and media liaison for the Alderwoman as needed.

#### Administration and Management

- Briefs Alderwoman on all scheduling requests and prepares detailed itineraries, daily schedule, and monthly projected schedule.
- Sets and oversees the administration of office goals, policies, and procedures, and oversees the office budget.
- Has oversight responsibility for staff and manages all staff, including running staff meetings, supervising a staff of 3 full-time and 1 part-time employees, and addressing any complaints or resolving problems.

#### Other Responsibilities:

- Understands and implements the Chicago Municipal Code.
- Meets attendance requirements as established by the office.
- Trains employees, plans, assigns and directs work, runs evaluation and feedback processes, and performs other duties as assigned by the Alderwoman.

#### **Working Conditions and Compensation**

- This is a full time salary position (\$85,000) with excellent benefits
- Ideal start date: May 15, 2023
- Reports directly to the Alderwoman
- Work is performed in an office environment, with significant time spent at City Hall
- Equal opportunity employer

To Apply email Alderwoman-elect Julia Ramirez your resume and cover letter at [julia@ramirezfor12.com](mailto:julia@ramirezfor12.com)

Add title of position in subject line

Applications open until April 19th, 2023 at 11:59PM