



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

POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO: CDC – 24 – 0921	POSITION TITLE: Chief of Staff
OPENING DATE: September 21, 2024	CLOSING DATE: October 11, 2024
SALARY RANGE: \$135,000 - \$150,000	TOUR OF DUTY: Monday-Friday: 9am-5:30pm
NO. OF VACANCIES: One (1)	OFFICE: Office of At-Large Councilmember Robert C. White, Jr.
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.

POSITION OVERVIEW:

District of Columbia Councilmember Robert White (D, At-Large) is looking for an experienced and motivated Chief of Staff committed to advancing social justice. The chosen candidate will serve as a senior-level confidential assistant to the Councilmember, overseeing the day-to-day activities of the office. In this role, the Chief of Staff will manage and direct administrative and staff support functions, organize and supervise the staff, handle the Councilmember's schedule and advance itineraries, coordinate administrative and legislative support functions with the Office of the Secretary, manage correspondence, ensure that constituent services meet the Councilmember's goals, address resident issues promptly, act as a liaison for the Councilmember and community stakeholders, and provide overall support for the Councilmember's objectives and goals.

The Chief of Staff provides leadership, management, planning and monitoring of the operations, expenditures, activities, communications and community outreach programs for the Councilmember.

ESSENTIAL JOB FUNCTIONS:

- **Implementing Strategies:** Oversee the execution of strategies developed by the office in cohort with the Councilmember, ensuring alignment with his vision and goals.
- **Team Operations:** Oversees and manages the day-to-day operations of the office, including team management, project coordination, and resource allocation. Anticipate challenges and proactively identifies solutions, addressing potential roadblocks or issues.
- **System Development and Implementation:** Develop and implement systems to improve office efficiency and effectiveness. Regularly evaluate existing systems and processes for continuous improvement.
- **External Communications:** Manages all external communications, including media relations, public statements, and social media expansion. Support ongoing evolution of external communication program.
- **Internal Communications:** Facilitate internal communication within the team to ensure alignment and clear information flow. Implement tools and practices to enhance team collaboration and information sharing.
- **Political Advising:** Provide political advice to support decision-making and strategic planning.
- **Team Coaching and Development:** Coach team members and lead staff development, fostering a high-performing and motivated team. Create professional development plans and opportunities for team growth.
- **Staff Management:** Oversee staff management, including hiring, performance evaluations, and conflict resolution. Ensure a positive and inclusive work environment.
- Engages with constituents and represents the office at meetings and events across the District.
- Maintains a professional working relationship with the Councilmember, staff, and constituents.
- Performs other duties as assigned.

KEY OBJECTIVES:

- Free up the elected official's time for vision creation, strategy development, relationship building, and long-term planning.
- Ensure efficient and effective operations within the office.
- Enhance internal and external communications.
- Support the overall strategic direction and political goals of the office.

QUALIFICATIONS:

- A Bachelor's degree in a relevant field, advanced degree in political science, public administration, business, or a related field preferred. Minimum of five to seven years of relevant experience in a political or public administration roles, with a demonstrated track record of success in roles requiring strategic planning, team management, and operational oversight.
- Strong professional references attesting to the candidate's qualifications and suitability for the role.

- Demonstrated working knowledge of District matters.

SKILLS AND KNOWLEDGE REQUIRED:

- **Leadership and Management:** Proven experience in managing teams, developing leadership skills in others, and fostering a positive work environment. Demonstrated ability to lead diverse teams and manage complex projects.
- **Exceptional Strategic Thinking:** Ability to translate vision into actionable strategies and oversee their implementation. Strong problem-solving skills and the ability to think critically about complex issues.
- **Political Savvy:** In-depth understanding of political processes and the ability to provide sound political advice.
- **Communication Skills:** Excellent verbal and written communication skills for both internal and external audiences. Ability to tailor messages to different stakeholders and contexts.
- **Operational Efficiency:** Strong organizational skills and experience in developing and implementing systems to improve efficiency. Proficiency in optimizing workflows and managing resources effectively.
- **Coaching and Mentoring:** Ability to develop and empower staff, fostering a culture of continuous learning and improvement. Experience in conducting performance evaluations and providing constructive feedback.
- **Project Management:** Ability to manage multiple projects simultaneously and ensure timely completion. Familiarity with project management methodologies and tools.
- **Analytical and Decision-Making Skills:** Strong analytical skills to assess data, trends, and performance metrics. Decisive and able to make well-informed decisions quickly.
- **Attention to Detail and Follow-Through:** Meticulous attention to detail in all tasks and communications. Strong follow-through to ensure tasks and projects are completed as planned.
- **Crisis Management:** Skilled in handling crises and making quick, effective decisions under pressure.

PERSONAL ATTRIBUTES:

- **Trustworthiness:** High level of integrity and the ability to handle confidential information.
- **Proactivity:** Proactive approach to problem-solving and the ability to anticipate needs and issues before they arise. Initiative to take charge and make improvements independently.
- **Adaptability:** Flexibility to adapt to changing priorities and manage unexpected challenges.
- **Empathy and Emotional Intelligence:** Ability to understand and manage team dynamics, providing support and fostering a collaborative environment. Strong interpersonal skills and the ability to build positive relationships.
- **Political Acumen:** Keen understanding of political dynamics and ability to navigate complex political environments effectively.
- **Technology Proficiency:** Comfortable using office productivity software and project management tools (e.g., Microsoft Office Suite, Google Workspace) and project management tools (e.g., Asana, Trello). Ability to quickly learn and adapt to new technologies.
- **Analytical Skills:** Ability to analyze data and trends to inform decision-making and strategy development.

- **Budget Management:** Experience with budgeting and financial oversight. Ability to manage resources efficiently and make cost-effective decisions.

HOW TO APPLY:

All packages must include:

- Cover Letter
- Resume
- Three References
- Please include “*Chief of Staff*” in the subject line and submit application materials to Angela Fowlkes at afowlkes@dccouncil.gov.
- No phone calls, please. Applicants will only be notified if granted an interview.

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.)

SALARY AND BENEFITS:

The Council of the District of Columbia offers a compensation package that includes a competitive salary; medical, dental, and vision coverage; long- and short-term disability program; a 457(b) program with a 3 percent employer match and a 5 percent entirely-employer funded contribution; 13 to 26 days of annual leave, based on years of employment; 13 days of sick leave; 8 weeks of paid family leave; 11 paid holidays and subsidized public transportation.

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 statute 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.
