



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

POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO: CDC – 24 – 1126	POSITION TITLE: Chief of Staff
OPENING DATE: November 26, 2024	CLOSING DATE: Open until filled
SALARY RANGE: \$135,000 - \$150,000	TOUR OF DUTY: Monday-Friday: 9am-5:30pm
NO. OF VACANCIES: One (1)	OFFICE: Councilmember Kenyan McDuffie
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:

This is for the position of Chief of Staff to a member of the Council of the District of Columbia.

The Chief of Staff serves as a senior level confidential assistant to a Councilmember, overseeing the daily operations of the Councilmember’s office. Responsibilities include managing and providing guidance to staff; ensuring that the Councilmember’s schedule and advance itineraries are managed in the most effective and efficient manner; Coordinating administrative and legislative support functions with the Office of the Secretary; managing a system of correspondence management, control and tracking; overseeing the communications operations; ensuring that the Constituent Services operation is meeting the stated goals and objectives of the Councilmember; acting as a liaison for the Councilmember and the community including the advocate and business communities; providing overall support to achieve the objectives and goals as established by the Councilmember.

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

PERFORMANCE ENVIRONMENT:

Incumbents of this position will be required to work with minimal supervision in a high paced, team environment that is also sometimes stressful. Work is performed primarily in an office setting and within the community. Performance expectations will be developed with the Councilmember of the Council.

ESSENTIAL JOB FUNCTIONS:

- Strategy Implementation - Oversee the execution of strategies developed in collaboration with the Councilmember, ensuring alignment with the Councilmember's vision and goals.
- Team Operations - Manage the day-to-day operations of the office, including team oversight, project coordination, and resource allocation. Anticipate challenges and proactively identify solutions to address potential roadblocks.
- System Development - and Efficiency: Develop and implement systems to enhance office efficiency and effectiveness. Regularly evaluate existing processes for opportunities for continuous improvement.
- External Communications - Manage all aspects of external communications, including media relations, public statements, and social media initiatives. Support the ongoing evolution of the external communications program.
- Internal Communications - Facilitate internal communication within the team to ensure alignment and clear information flow. Introduce tools and practices to improve collaboration and information sharing.
- Political Advising - Provide strategic political advice to support decision-making and long-term planning.
- Team Development and Coaching - Lead staff development efforts, coaching team members and fostering a high-performing and motivated environment. Develop professional growth plans and create opportunities for team advancement.
- Staff Management - Oversee staff-related functions, including hiring, performance evaluations, and conflict resolution. Maintain a positive and inclusive work environment while fostering professional relationships with the Councilmember, staff, and constituents.
- Constituent Engagement - Actively engage with constituents and represent the office at meetings and events across the District.
- Maximize the Councilmember's Focus - Streamline operations and administrative tasks to allow the elected official to dedicate more time to vision creation, strategy development, relationship building, and long-term planning.
- Perform additional duties assigned.

SKILLS AND COMPETENCIES REQUIRED:

- Communication Skills - Effectively and professionally communicates with individuals and groups, both verbally and in writing. Delivers clear, convincing oral presentations, listens actively, and clarifies information as needed. Writes in a concise, organized, and persuasive manner tailored to the intended audience.
- Customer/Citizen Focus - Demonstrates a strong customer service orientation, treating the public and internal staff with courtesy and respect. Provides requested information or services promptly and follows through on commitments. Actively works to understand and address customer or citizen needs and concerns.
- Organizational Skills - Approaches work systematically and methodically, ensuring details are accurately tracked and tasks are completed on time. Allocates resources effectively and coordinates efforts across teams or stakeholders.
- Empathy and Emotional Intelligence - Understands and manages team dynamics while fostering collaboration and support. Possesses strong interpersonal skills and builds positive, productive relationships.

- Adaptability - Demonstrates the ability to quickly adjust to changing conditions and expectations while maintaining productivity. Evaluates new ideas effectively and focuses on achieving goals during periods of change or uncertainty.
- Accountability - Accepts responsibility for achieving results and takes ownership of outcomes. Proactively identifies opportunities to improve individual and team performance, anticipating and addressing issues before they arise.
- Decision-Making - Makes sound, well-informed, and objective decisions. Identifies and analyzes issues, encourages innovation, and develops effective solutions based on new insights and opportunities.
- Initiative - Takes prompt, independent action when challenges or opportunities arise. Anticipates future needs and proactively implements solutions, ensuring continued progress even in complex situations.
- Technical Expertise - Possesses advanced knowledge of theories, techniques, and methodologies for managing operations in a complex organization. Demonstrates expertise in business operations, professional development, budgeting, communications, technology systems, human resources, and community relations to support an elected official's office.
- 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.
- Analytical Skills - Demonstrates the ability to analyze data, identify trends, and use insights to inform strategic decision-making and planning.
- Budget Management - Possesses experience in budgeting and financial oversight, with the ability to allocate resources efficiently and make cost-effective decisions.
- Trustworthiness - Maintains a high level of integrity and confidentiality in all matters.
- Proactivity - Exhibits a forward-thinking approach to problem-solving, anticipating needs, and independently driving improvements.
- Political Acumen - Demonstrates a keen understanding of political dynamics and effectively navigates complex political environments.

QUALIFICATIONS:

- A Bachelor's degree in a relevant field, advanced degree in political science, public administration, business, or a related field preferred. JD preferred. Minimum of five to seven years of relevant experience in 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.

HOW TO APPLY:

All packages must include:

- Cover Letter
- Resume
- Please include “*Chief of Staff*” in the subject line and submit application materials to dparks@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 as a condition of employment will 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.
