



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

POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO: CDC – 25 – 0515	POSITION TITLE: Chief of Staff
OPENING DATE: May 15, 2025	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 Janeese Lewis George
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:

Ward 4 Councilmember Janeese Lewis George seeks to hire a highly skilled **Chief of Staff** to serve as a senior-level advisor and strategic leader. This confidential position oversees the daily operations of the Councilmember's office and plays a critical role in implementing the Councilmember's vision and priorities.

The Chief of Staff is responsible for managing staff; coordinating administrative, legislative, and communication functions; optimizing internal operations; and serving as a primary liaison with constituents, community stakeholders, and other government offices. This role ensures the office operates efficiently and aligns with the Councilmember's goals and values.

KEY RESPONSIBILITIES:

- **Strategic Leadership:** Executes strategies developed in collaboration with the Councilmember, ensuring initiatives align with overall vision and goals.
- **Office Management:** Oversees day-to-day office operations, team supervision, project coordination, and resource allocation.
- **Process Optimization:** Designs and implement systems to improve efficiency, evaluate workflows, and enhance office performance.
- **Communications Oversight:** Direct external communications including media relations, public messaging, and digital presence. Manage internal communications to ensure clarity, consistency, and collaboration.

- **Political Strategy:** Provide political counsel and strategic insights to support decision-making and long-term planning.
- **Staff Leadership & Development:** Lead hiring processes, performance evaluations, and staff coaching. Promote a supportive, inclusive, and high-performing team culture.
- **Constituent Services & Outreach:** Oversee constituent engagement operations. Represent the Councilmember at public events and community meetings across the District.
- **Administrative Optimization:** Streamline operational and administrative functions to maximize the Councilmember's capacity for leadership and strategic focus.
- **Special Projects & Additional Duties:** Lead or support other initiatives as assigned by the Councilmember.

REQUIRED SKILLS & COMPETENCIES:

- **Communication:** Excellent verbal and written skills; ability to convey complex ideas clearly and persuasively to varied audiences.
- **Constituent Focus:** Demonstrates a deep commitment to public service and responsiveness to community needs.
- **Organizational Ability:** Manages tasks methodically and meets deadlines; coordinates resources effectively across projects and teams.
- **Emotional Intelligence:** Builds positive relationships, promotes teamwork, and effectively manages interpersonal dynamics.
- **Adaptability:** Navigates change and ambiguity with confidence and a solutions-oriented mindset.
- **Accountability & Initiative:** Takes ownership of responsibilities and acts decisively to address challenges and advance priorities.
- **Decision-Making:** Analyzes complex issues and develops sound, data-informed recommendations.
- **Technical & Strategic Expertise:** Possesses deep knowledge of government operations, budgeting, professional development, communications, and community relations.
- **Political Acumen:** Understands political contexts and effectively navigates government and community networks.
- **Budget Management:** Demonstrated experience with financial oversight and resource allocation.
- **Discretion:** Maintains strict confidentiality and operates with integrity and professionalism.

QUALIFICATIONS:

- Bachelor's degree required; advanced degree (JD, MPA, MBA, or related) strongly preferred.
- Minimum of 5–7 years of progressively responsible experience in political, governmental, or public administration roles.
- Proven experience in strategic planning, team leadership, and operational management.
- Deep understanding of District governance and community dynamics.
- Excellent references attesting to the candidate's leadership, judgment, and professionalism.

PERFORMANCE ENVIRONMENT:

This role demands a proactive, self-directed leader who thrives in a fast-paced, high-stakes environment. The position requires working both in the office and in the community, often under pressure and with minimal supervision. Performance metrics will be established in collaboration with the Councilmember.

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 Jobs@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.

OFFICIAL JOB OFFERS ARE MADE ONLY BY THE COUNCIL’S HUMAN RESOURCES DIVISION