

EXEMPT

CODE NO. MXXXXX

**DUTIES STATEMENT**

**EXEMPT CLASS**

**OFFICE OF THE MAYOR**

**CHIEF OF STAFF TO THE MAYOR**

Under the direction of the Mayor, the Chief of Staff to the Mayor coordinates activities with other agencies, divisions and departments and provides staff assistance to the Mayor. The Chief of Staff to the Mayor represents and participates in meetings and events on behalf of the Mayor, conducts research related to constituent objections and ultimately leads the complaints resolution process. The Chief of Staff to the Mayor conducts research studies and reviews a wide range of municipal projects; prepares and submits oral and written reports and recommendations.