CITY OF CHICAGO

OFFICE OF THE CITY CLERK
ANNA M. VALENCIA

Deputy Director of Public Engagement and Intergovernmental Affairs (PEIGA) | Shakman Exempt

CHARACTERISTICS OF THE CLASS

Under direction, carries out duties related to the Office of the City Clerk's interactions with other government officials, preparing the Clerk for public events, advancing and staffing the Clerk and maintaining the Office's connection to communities across Chicago.

ESSENTIAL DUTIES

- Working with the Director of Public Engagement and Intergovernmental Affairs, assists in planning for the Next Gen civic engagement program, Mobile City Hall and other events.
- Assists with collecting and contributing input from community groups and nonprofits for Office initiatives ranging from implementation of new programs to the execution of events.
- Assists with ensuring the letter of the law is followed in regard to policy initiatives.
- Provides assistance to Alderpersons during Council meetings.
- Assists with planning and carrying out community engagement initiatives.
- Participates in the change management involved in the Office's City Council Modernization initiative and provides support to Ward staff regarding Council Modernization and Office functions in general.
- Provides staffing support for the Clerk at public and private events as needed.
- Processes legislative resolution printing requests.
- Assists the Senior Aide in preparing briefs to inform the Clerk ahead of meetings and events.
- Helps develop roll calls and host aldermanic or community briefings for initiatives of the Office of the City Clerk.
- Drafts invitations, notices and follow ups for Office of the City Clerk business including Council deadlines, events and policy initiatives.
- Keeps and updates contact lists for government officials and community organizations.

NOTE: The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

Graduation from an accredited college or university with a bachelor's degree in political science or a related field with at least two years of experience in government, serving as a liaison or a related position.

Licensure, Certification, or Other Qualifications

Experience or knowledge related to the Chicago City Council and community outreach strongly preferred.

WORKING CONDITIONS

- General office environment
- Stressful situations with imposed deadlines, multiple overlapping projects and deadlines

EQUIPMENT

Standard office equipment (e.g., computer, telephone, printer, photocopier, fax machine, calculator)

PHYSICAL REQUIREMENTS

No specific requirements. However applicant should be able to lift, move, push 20 lbs. or more.

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS.

Knowledge

- City Council and the legislative process
- Managing project timelines
- Knowledge of applicable City and department policies, procedures, rules, regulations, and ordinances

Skills

- ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- TIME MANAGEMENT – Being able to work in a fast-paced environment while working on multiple projects at the same time
- COORDINATION WITH OTHERS - Adjust actions in relation to others' actions

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand

- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand

Other Work Requirements

- INITIATIVE - Demonstrate willingness to take on job challenges
- LEADERSHIP - Demonstrate willingness to lead, take charge, and offer opinions and direction
- DEPENDABILITY - Demonstrate reliability, responsibility and dependability and fulfill obligations
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks
- INNOVATION - Think creatively about alternatives to come up with new ideas for and answers to work-related problems
- ANALYTICAL THINKING - Analyze information and using logic to address work or job issues and problems

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

*May be required at entry.

Please submit a cover letter and resume to cityclerk@cityofchicago.org by July 17, by 5:00 p.m. Please note "Deputy Director PEIGA" in the subject line of your email.