

**ORDINANCE NO. 3526**

**ORDINANCE ESTABLISHING MAYOR'S CHIEF OF STAFF**

**WHEREAS IT HAS BEEN DEEMED** by the Mayor and City Council of the City of Marion, Illinois that the City is in need of a Mayor's Chief of Staff to facilitate the smooth operation of City government.

**BE IT ORDAINED BY THE MAYOR AND THE CITY COUNCIL OF THE CITY OF MARION, ILLINOIS:**

**I. Office, Created, Appointment, Term, and Qualifications:**

- (A) There is hereby created the Office of the Mayor's Chief of Staff. The Mayor's Chief of Staff shall be appointed by the Mayor with the advice and consent of the City Council. The Mayor's Chief of Staff shall be chosen on the basis of executive, administrative, and educational qualifications with special emphasis on the actual experience in, or knowledge of, accepted practice with respect to the office.
- (B) The Mayor's Chief of Staff shall have the minimum of a four-year college degree, with major course work or experience in public administration, financial and personnel management, political science or related fields.
- (C) To create a feeling of greater personal responsibility and to exhibit to the citizenry a sense of concern for the welfare of the City, the Mayor's Chief of Staff shall reside within 10 miles of City Hall. Neither the Mayor nor any member of the City Council shall receive such appointment during their term of office.

**II. Compensation:**

The Mayor's Chief of Staff shall receive such compensation and benefits as the Mayor and City Council shall fix from time to time.

**III. Powers and Duties:**

The Mayor's Chief of Staff shall be responsible to the Mayor for the proper administration of such affairs of the City as may be assigned by the Mayor. In discharging this responsibility the Mayor's Chief of Staff shall, **subject to direction of the Mayor:**

- (A) Plan, organize, manage, direct and oversee the day-to-day operations of the Mayor's office and staff. With subordinate staff, develops, implements and monitors work plans to achieve office mission, goals, and performance measures; directs the development of and monitors performance against the annual office budget; manages and directs the development, implementation and evaluation of work programs, plans, processes, systems, and procedures to achieve City and office goals, objectives, and performance measures consistent with the City's

quality and citizen service expectations.

- (B) Conduct research and analysis on a wide range of issues and topics affecting the City and provide recommendations for solutions and courses of action using sound, expert judgment.
- (C) Interpret administrative policies and relays instructions and policy and procedural revisions to staff and other interested parties; establishes and enforces effective management practices; supervises the preparation of materials for public reporting; plans, coordinates and reviews work related to the preparation of the Citywide budget.
- (D) Attend City Council meetings and participate when requested.
- (E) Provide expert professional assistance and support to the Mayor on a wide range of highly complex, sensitive, and confidential topics; assists the Mayor and provides advice on all major functional responsibilities; assists in planning and coordinating the Mayor's activities; develops, reviews and interprets complex policies affecting the City; conducts assigned research and procedural, organizational, and administrative studies and prepares reports on proposed or recommended solutions or courses of action to City, office issues; researches and drafts materials for use in public and media relations, such as speeches, talking points, and letters; researches and writes briefing papers and provides briefings orally and in writing to the Mayor; reviews council agendas and briefs the Mayor for council meetings.
- (F) Act as a liaison on behalf of the Mayor on Citywide issues and assists the Mayor and other elected officials in providing leadership in addressing complex and sensitive Citywide matters; serves as liaison to assigned regional and community councils; works closely with staff and council members to communicate the Mayor's policy objectives; communicates council goals, objectives, mission, and work to the Mayor, office staff and the public; in consultation with the Mayor, handles and deals with Citywide emergencies; meets with and responds to department head needs.
- (G) Recommend to the Mayor and City Council such action as may be appropriate for the enforcement of law and the Ordinances of the City. Assist the Mayor and City Council in preparation of ordinances or resolutions.
- (H) Assist the Mayor in administrative duties of the city and perform such duties as directed and/or delegated by the Mayor.
- (I) Assist the Mayor in coordinating activities between departments in consultation with the Commissioner in charge to ensure efficient utilization of resources and maximize interdepartmental coordination.

- (J) Assist the City Treasurer and Commissioner of Accounts and Finances in preparation of the city's annual budget.
- (K) Consult with the Director of Safety and the Director of Human Resources to recommend to the Mayor for presentation to the City Council such personnel rules and regulations as may be considered useful in management of city affairs including, but not limited to changes or additions to the City Personnel Manual.
- (L) Make such reports to the Mayor and City Council as may be required from time to time concerning the operations of the city departments and offices. Prepare such administrative reports and other reports of the activities of the city as may be required at the conclusion of the fiscal year and periodically through the year.
- (M) Research and collect information and assist departments in preparation of applications for grants and loans from governmental or private entities for city programs, offices, and services.
- (N) Participate to the extent requested in collective bargaining agreements and advise the Mayor and Council periodically during collective bargaining negotiations about issues being considered and the positions of such issues being taken in order that the City Council may apprise of the position of the Council before being presented with an agreement for final approval.
- (O) Assist the Mayor and City Council in investigating and responding to inquiries and complaints related to the operations of the city.
- (P) Formulate with the input of Mayor and City Council, City Engineer, Director of Economic Development and Municipal Planning, supervisors, departments and offices a long range strategic plan for the city.
  - (1) Assist in formulating a cycle of review for city infrastructure
  - (2) Analyze current or potential municipal operations and provide recommendations to the Mayor and City Council
- (Q) Serve as the TIF coordinator.
- (R) As may be requested or delegated to by the Mayor, represents the Mayor on boards, commissions, task forces and high-level policy and council meetings and work sessions and with other elected officials, business and community leaders and the public; corresponds with City, public and private officials, community groups and the public on behalf of the Mayor; facilitates meetings, mediates disputes and participates in problem solving as necessary; responds to inquiries from the public; oversees and communicates with offices of other elected officials on issues of mutual interest. Serve as a liaison and have working relationships with Marion Chamber of Commerce, Marion Main Street, Williamson County Tourism, and other community

partners and represent the Mayor at such functions as may be requested.

(S) Oversee the city website in conjunction with the Internet Technology Director.

(T) Perform any other duties as directed by the Mayor.

**IV. Effective Date:**

This Ordinance shall take effect and be in effect after passage and publication according to law.

ON ROLL CALL THE VOTE WAS AS FOLLOWS:

AYES:

NAYS:

ABSENT:

ABSTAIN:

PASSED BY THE COUNCIL THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2019.

SIGNED AND APPROVED BY THE MAYOR THE \_\_\_\_ DAY OF \_\_\_\_\_,  
2019.

\_\_\_\_\_  
MICHAEL W. ABSHER, MAYOR

ATTEST:

\_\_\_\_\_  
ALICE RIX, CITY CLERK