



CITY OF ROCHESTER HILLS, MICHIGAN CHIEF OF STAFF

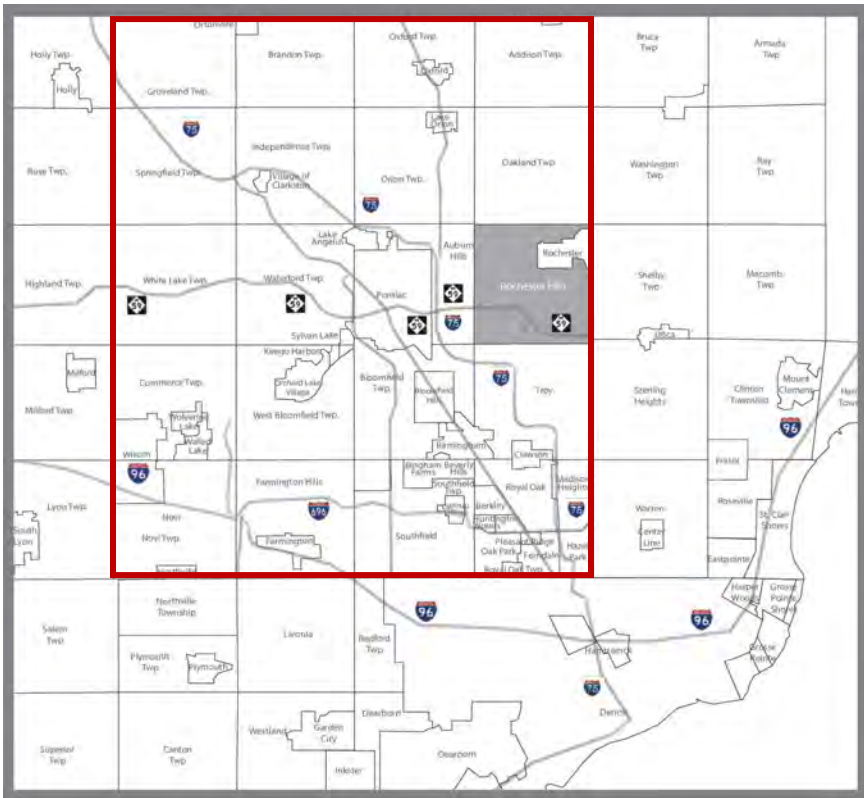


MGT

background

Rochester Hills, MI (pop. 76,302) – The City of Rochester Hills seeks an innovative and dedicated public servant as its next Chief of Staff to the Mayor. The City is a highly desirable community located in northern Oakland County, Michigan, nationally recognized for its quality of life and resident satisfaction. Rochester Hills is home to a wide array of industries including computer technology, electronic research, development and manufacturing, and robotics technology. In addition, the City boasts more than 1,000 acres of parkland and a thriving cultural environment. Known for its professionalism and commitment to its employees, Rochester Hills offers a vibrant setting for public service professionals dedicated to impactful leadership.

location



race/ethnicity

White	74.5%
Asian	13.7%
Hispanic	3.53%
Two or More Races	3.53%
Black	3.5%
Other	0.1%



rochester hills at a glance



population
76,302



land area
32.9
square miles



households
32,700



owner-occupied housing
71.52



median age
40.6



median home value
\$448,125



median household income
\$115,968



Bachelor's degree or higher:
59%

chief of staff

The Chief of Staff reports directly to the Mayor and plays a crucial role in coordinating city operations, managing strategic projects, and representing the Mayor's Office to internal and external stakeholders. Partnering closely with the Mayor and the executive leadership team, this role is instrumental in advancing the strategic plan, fostering coordination, and ensuring a clear understanding of the City's mission, vision, and goals.

The City seeks a candidate with exceptional interpersonal skills, adaptability, and a collaborative approach to managing complex projects and relationships. The ideal candidate is a strategic thinker who demonstrates professionalism, integrity, and discretion.





Rochester Hills is one of the jewels of Oakland County. Located in the heart of Southeast Michigan, it offers quality city services and infrastructure, proximity to major roadways, a diverse business community, and a variety of housing options. The City is ranked as one of the wealthiest in the state, and among the 50 most educated cities in the United States. Rochester Hills features a quality of life focused on people and draws its unique personality from the diversity of its residents. The city is a family-oriented community, which is clearly evident in its many neighborhoods. It is also evident in the quality of education and recreation programs that are available.

The City is home to 1,600 companies from 40 countries. Top industries that employ city residents include manufacturing, healthcare and social assistance, retail, and educational services.

With nearly 1,000 acres of parkland, Rochester Hills offers the opportunity for relaxation and recreation few others can match. Rochester Hills boasts of many cultural assets that enrich the community such as Meadow Brook Hall, Yates Cider Mill, Rochester Hills Museum at Van Hoosen Farm and the Older Persons Commission. The Rochester Hills Public Library, located in downtown Rochester, is a dynamic community resource. The Village of Rochester Hills and other shopping areas offer excellent opportunities for every possible purchase inclination and the City is host to some of the best dining options in all of Michigan. The City recently opened the 110 acre Innovation Hills park, a one-of-a-kind network of trails and amenities perfect for spending an entire day reacquainting yourself with nature.

school system/educational opportunities

The award winning Rochester Community School District and Avondale School District, along with several private schools in the city, provide K-12 education for the community. Rochester Hills is also home to Rochester Christian and Oakland Universities.

The City of Rochester Hills is the preeminent place to live, work and raise a family. Recent awards include:

- Top 10 Best Places to Live in America**
- Top 10 Small Cities to Start a Business**
- The Safest City in Michigan**



challenges/opportunities for the chief of staff

be part of a vibrant leadership

team The Chief of Staff is part of the Mayor's senior leadership team. The Mayor's team is an energetic and forward thinking group that is extremely responsive to the community's high expectations. This role offers a unique opportunity to contribute to strategic discussions, analyze organizational challenges and opportunities, and help shape innovative solutions.

maximize the effectiveness of the city

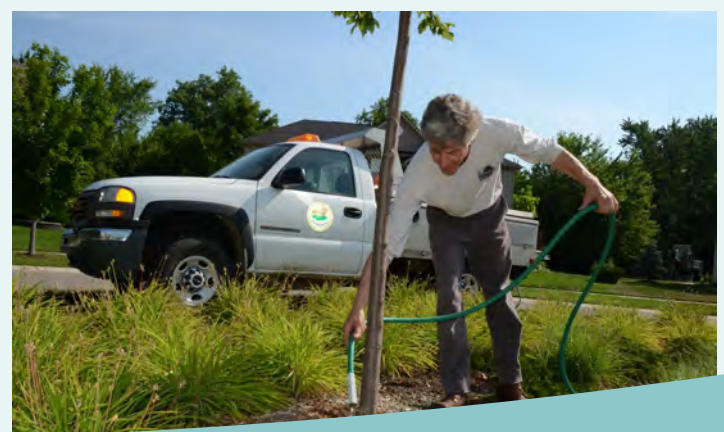
An important responsibility of the Chief of Staff is to facilitate communication between departments and the Mayor's office; and among the departments themselves. The next Chief of Staff will help to provide prompt responsiveness and thoughtful consideration to the needs of internal and external stakeholders. An important role of the position is to serve as a bridge between the day-to-day technical responsibilities of City operations and the innovative vision for the future of Rochester Hills

enhance the mayor's office

The Chief of Staff will directly oversee three other positions in the Mayor's Office. As a team of four, the goal is to provide strong and reliable support to the Mayor and exceptional service to the constituents of the City. In addition to overall management of the City, the Mayor's office is directly responsible for communications, community engagement, special events, and strategic projects. The Chief of Staff position offers an exceptional opportunity to work with the Mayor and his team to evaluate and optimize the office to successfully accomplish the goals of the City.

trusted advisor and representative of the mayor

This position will be a dependable and dedicated advisor to the Mayor. The Chief of Staff must possess a high degree of emotional intelligence, political acumen, and the ability to build consensus and trust among diverse groups. The Chief of Staff will support the needs of the Mayor and engage meaningfully with various stakeholders, including accompanying the Mayor on important travel and attending community events.



essential responsibilities

1. Supervises staff, which includes prioritizing and assigning work; conducting performance evaluations; recommending and implementing approved discipline; providing staff development; and maintaining high standards necessary for efficient, professional operations.
2. Serves as the primary liaison for the Mayor's Office. Represents the Mayor in interactions with various stakeholders, including City Council, executive leadership, staff, residents, visitors and external entities such as local and state legislators, business, and community leaders. Ensures the accurate and timely flow of information to and from the Mayor's Office.
3. Builds and maintains respectful, positive working relationships with others, including representatives from community organizations, businesses and governmental agencies, City Council and City staff, using principles of good customer service; provides effective conflict resolution, as needed.
4. Works directly with department directors on day-to-day issues, special projects and urgent problems to design solutions. Provides status updates to the Mayor.
5. Chairs or participates in internal management staff meetings and external committee meetings, professional conferences and various events as a representative of the Mayor.
6. Addresses and resolves public inquiries and concerns or refers matters to the appropriate party.
7. Develops and supports efforts to coordinate grant and other fundraising efforts for the department.
8. Participates in departmental recruitment processes; makes recommendations for the appointment of new staff; oversee staff orientation and training.
9. Coordinates internal and external community events and initiatives, including but not limited to, the annual State of the City address, Festival of the Hills, Light the Village, etc.



10. Prepares and reviews speeches, formal presentations, proclamations/resolutions and other communications, including articles and press releases.
11. Reviews City Council and other public meeting agendas, and briefs the Mayor on important topics.
12. Identifies and supports the development of public and private sector partnerships for special projects, events and initiatives; solicits sponsors to defray taxpayer expense for City events.
13. Assists with the preparation of the Mayor's Office budget. Tracks spending, suggests budget changes, and provides updates to the Mayor as needed.
14. Attends regular or special City Council meetings; provides information and support to the Mayor.
15. In conjunction with the City's Legislative Advocacy Group, reviews pending legislation and evaluates its effects on City operations. Proposes policy and/or position statements regarding Federal, State, and local legislation and regulations for consideration by the Mayor.
16. Works extended hours as required to accommodate the needs of the department and organization; attends regular and special weekend or evening meetings throughout the year.
17. Other duties as designated by the Mayor.



background and experience

minimum qualifications include:

- ⇒ Bachelor's Degree in business administration, public administration, political science, or a closely related field.
- ⇒ Six (6) years of progressively responsible experience in public administration, private industry executive office or a senior-level role, or a closely related field.
- ⇒ Four (4) years of experience in a leadership or managerial role.

preferred qualifications include:

- ⇒ Master's degree with related academic or professional experience.

salary

Starting salary is \$98,394 - \$114,065 (DOQE), with excellent benefits.

how to apply

First review of candidates will be December 3, 2024. Apply online at www.GovHRjobs.com with a resume, cover letter and contact information for five professional references. Confidential inquiries may be directed to Jaymes Vettraino, MGT Approved Independent Executive Recruiter, at Tel: 847-380-3240. The City of Rochester Hills is an Equal Opportunity Employer.



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