



Haverhill

Human Resources Department, Room 306
Denise McClanahan, HR Director – dmccclanahan@cityofhaverhill.com
Sheila Pelczar, HR Technician – spelczar@cityofhaverhill.com
HR: (978) 374-2357 - Benefits: (978) 374-2311 - Fax: (978) 374-2343

September 15, 2017

**JOB # 2017-032
ROOM 306
HUMAN RESOURCES**

PLEASE POST ANTICIPATED OPENING

POSITION: CHIEF OF STAFF
Mayor's Office

HOURS OF WORK: Monday – Friday, 8AM-4PM

SALARY: \$55,605 - \$68,830 per year
(According to Administrative/Professional positions salary schedule)

GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:

Handle administrative and professional services in a city of 60,000+. Professional management position of Chief of Staff to the Mayor reports directly to the Mayor and assists in planning day-to-day activities of city government. Will coordinate special projects and provide research, advice, and general management support to the mayor. In addition, the individual will oversee all constituent services, press contact, scheduling and the organization of meetings on behalf of the Mayor. Will serve as a liaison between the Mayor and City Hall staff.


The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

QUALIFICATIONS NEEDED:

Excellent verbal and written communication skills required. A background in finance and general knowledge of government and legislative functions is recommended. Bachelor's degree in public administration or related field required plus professional experience in government is recommended. Master's degree in public administration is preferred. Knowledge of grants, transportation funding and other funding sources a plus.

PHYSICAL REQUIREMENTS:

Position is sedentary in nature. Ability to walk or stand continuously throughout the day and frequent movement in and out of office. Must possess mobility to work in a standard office setting and to use standard office equipment, including a computer, and to attend meetings at various sites within the City; strength to lift and carry materials weighing up to 20 pounds; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.

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Position will also consist of sedentary periods while working on a computer. Ability to walk or stand continuously to service the public will also be a necessity. Attendance is mandatory.

Applicants will be required to undergo a background check including CORI screening prior to appointment.

**FOR MORE INFORMATION, PLEASE SEE DETAILS ABOUT SPECIFIC JOB DUTIES AVAILABLE AT:
www.ci.haverhill.ms.us/departments/human_resources/job_opportunities/php**

CLOSING DATE:

OPEN UNTIL FILLED

**SUBMIT COVER LETTER,
RESUME AND APPLICATION TO:**

**Denise McClanahan, Human Resources Director
City of Haverhill
4 Summer Street Room 306
Haverhill, MA 01830**

"The City of Haverhill is an Equal Opportunity/Affirmative Action Employer."

APPLICATION IS AVAILABLE ONLINE AT:

http://www.haverhillma.gov/departments/human_resources/job_opportunities.php

Application can be saved and sent as attachment when applying online. Email should be sent to hrd@cityofhaverhill.com. PLEASE REFERENCE JOB # 2017-032 WHEN APPLYING ONLINE.