

DIRECTOR OF THE OFFICE OF SCHEDULING AND EXECUTIVE OPERATIONS

This is a management class of positions.

Under executive direction, with broad latitude for independent action and decision making, serves as a trusted adviser and proxy to internal and external stakeholders. Assists the Mayor in executing his roles and responsibilities, including prioritization of information, people and time.

Manages a team of individuals critical to ensuring the Mayor's schedule is properly planned and executed. Facilitate the preparation of information, meetings and events regarding the Mayor's briefings. Ensures that the Mayor's briefings are expeditiously executed. Provides scheduling, and policy advice and follow up directly with the Mayor. Directs a team charged with managing the Mayor's day-to-day schedule, keeping meetings, briefings and appearances up to date. Ensures that proper accommodations are made for various changes that occur. Oversees and tracks all internal & external mayoral scheduling priorities & requests. Ensures that the Mayor's events and meetings are properly prioritized and when needed, creates a schedule that reflects the needs of the Mayor.