

City of Richmond

Deputy Council Chief of Staff

The Richmond City Council, Council Chief of Staff is currently seeking a highly qualified professional to assist the Council Chief of Staff in special short term and long term initiatives, day to day program administration and office management. The position is responsible for assisting the Council of Chief in establishing policies and procedures for Council appointed agencies.

The position works within broad policy and organizational guidelines, and independently plans and implements projects; reports progress of major activities through periodic conferences and meetings. Acts in the absence of the Council Chief of Staff.

Please refer to the City of Richmond website, www.richmondgov.com for more information and to apply on-line. This position is open until filled.