

**Director of Council Operations**  
**2023 Work Plan**

<b>Task/Project</b>	<b>Area of Responsibility*</b>	<b>Timeline</b>
Daily and long-term management and oversight of Council offices and operations, including staff hiring and supervision, Council agendas, task assignment, workflow planning, safety protocols, and strategic decision making	1 – 4	Ongoing
Facilitate and maintain dialogue with the administration	1, 3	Ongoing, including weekly meetings with the Deputy Mayor and meeting as needed with department directors
Reimagine Council offices for efficiency and future use: 1. Technology updates 2. Staff study 3. Office space/safety redesign	1 – 4	1. Ongoing as needed 2. Contract with vendor in negotiation 3. Concurrent with staff study report
Develop Leadership team meeting schedule and agendas	1, 3	Ongoing weekly meetings
Coordinate Organizational Committee meetings/policy sessions	1, 2	Ongoing
Ongoing management of the Council's work plan	1, 3	Ongoing
Fiscally manage the Council's operations budget	1 – 4	Ongoing
Execute timely external communications about key Council news and business	1, 3, and 4	Ongoing
Plan Inauguration, New Member Orientation, and Council Retreat following the 2023 election	1 – 4	Planning phase
Oversee development and implementation of the Council's new Reparations Commission	1, 2, and 4	Planning phase

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**\*Major Areas of Responsibility:**

1. Strategic leadership
2. Staff management and support
3. Councilmember and ward office support
4. Constituent services