

LOCAL LAW NO. ___ OF 2026

A LOCAL LAW AMENDING THE MOUNT
VERNON CITY CHARTER TO CODIFY THE
POSITIONS OF CHIEF OF STAFF AND DEPUTY
CHIEF OF STAFF WITHIN THE OFFICE OF THE MAYOR

BE IT ENACTED by the City Council of the City of Mount Vernon, in the County of Westchester, as follows:

Section 1. Title. This Local Law shall be known and may be cited as:

“A Local Law Amending the Mount Vernon City Charter to Codify the Positions of Chief of Staff and Deputy Chief of Staff in the Office of the Mayor.”

Section 2. Legislative Findings and Intent. The City Council hereby finds and declares that it is in the best interest of the City of Mount Vernon to modernize and professionalize the administrative structure of the Office of the Mayor.

Establishing the positions of Chief of Staff and Deputy Chief of Staff within the City Charter ensures that executive functions are managed efficiently, that departmental coordination and oversight are strengthened, and that the City’s governance framework reflects contemporary standards of municipal administration.

Accordingly, the purpose of this Local Law is to formally codify the roles, duties, and qualifications of the Chief of Staff and Deputy Chief of Staff within the Mayor’s Office to enhance continuity, accountability, and the effective delivery of City services.

Section 3. Amendment to Article VI of the Mount Vernon City Charter.

Article VI of the Mount Vernon City Charter, entitled “Mayor,” is hereby amended to include a new section, to read as follows:

§ 62 - Secretary and assistants.

The Mayor shall appoint a Secretary and such other assistants as may be prescribed by the Board of Estimate and Contract.

§ 62.1 - Chief of Staff and Deputy Chief of Staff.

(a) Establishment of Position. There is hereby established the position of **Chief of Staff** within the Office of the Mayor. The Chief of Staff shall be appointed by, and serve at the pleasure of, the Mayor, consistent with the provisions of the City of Mount Vernon Charter.

(b) Duties and Responsibilities. The Chief of Staff shall be a confidential executive employee and shall assist the Mayor in the overall administration, coordination, and oversight of City government operations. Under the general direction of the Mayor, the Chief of Staff shall:

1. Provide executive leadership, policy guidance, and operational management in support of the Mayor’s goals and public service objectives;
2. Coordinate and oversee the activities of City departments, boards, and commissions as directed by the Mayor;
3. Organize, supervise, and control staff activities within the Office of the Mayor and other assigned functional areas to maximize productivity and effective implementation of policy initiatives;
4. Manage and direct special projects, intergovernmental relations, public affairs initiatives, and administrative functions,

including conducting research and drafting reports, procedures, and policy recommendations;

5. Serve as a principal liaison between the Mayor and executive-level public officials, elected officials, department heads, representatives of the business community, the media, interest groups, and the public;

6. Exercise direct managerial control over assigned staff and operational functions; and

7. Perform such additional duties as may be delegated by the Mayor or required by law.

(c) Confidentiality and Executive Authority. The work of the Chief of Staff involves highly sensitive matters requiring discretion, judgment, and responsiveness consistent with the Mayor's philosophy and policy direction. The Chief of Staff shall do related work as required.

(d) Minimum Qualifications. The Chief of Staff shall possess a bachelor's degree from an accredited college or university, with preference for advanced study in public administration, business administration, law, or a related field. Equivalent experience in executive leadership, public administration, or municipal management may be considered in lieu of formal education.

§ 62.2 - Deputy Chief of Staff.

(a) Establishment of Position. There is hereby established the position of Deputy Chief of Staff within the Office of the Mayor. The Deputy Chief of Staff shall be appointed by, and serve at the pleasure of, the Mayor.

(b) Duties and Responsibilities. The Deputy Chief of Staff shall assist the Mayor and the Chief of Staff in performing administrative, managerial, and policy-related functions. The Deputy Chief of Staff shall:

1. Provide programmatic, administrative, and policy support to advance the objectives and initiatives of the Mayor;

2. Conduct policy research and analysis and assist in the development and implementation of governmental programs and initiatives;

3. Coordinate intergovernmental relations and serve as a liaison with other governmental entities, agencies, and stakeholders, as assigned;

4. Manage and oversee a diverse range of tasks and projects of moderate to high complexity, exercising sound judgment and organizational skill;

5. Act on behalf of the Chief of Staff during the Chief of Staff's absence or as otherwise delegated by the Mayor; and

6. Perform such other related duties as may be required.

(c) Reporting Authority. The Deputy Chief of Staff shall report to the Mayor and the Chief of Staff and shall perform duties in a manner consistent with the Mayor's vision and policy direction.

(d) Minimum Qualifications. The Deputy Chief of Staff shall possess a bachelor's degree from an accredited college or university, with demonstrated experience in organizational management, government operations, policy administration, or a related field.

(e) Duties and Responsibilities. The Chief of Staff and Deputy Chief of Staff shall exercise such powers and perform such duties as may be prescribed by the Mayor, the Charter, and applicable ordinances, to ensure the efficient administration and effective delivery of City services.

(f) Administrative Oversight. The Chief of Staff and Deputy Chief of Staff shall function as senior administrative officers of the Office of the Mayor, responsible for ensuring continuity, accountability, and alignment of departmental operations with the policy direction of the Mayor and the laws of the City of Mount Vernon.

Section 4. Statement of Purpose.

The purpose of this amendment is to:

- Codify the Chief of Staff and Deputy Chief of Staff positions within the City Charter;
- Provide clear statutory authority for senior administrative leadership within the Mayor's Office;
- Define minimum professional qualifications for key executive roles;
- Enhance coordination and oversight of City departments and operations; and
- Strengthen continuity and accountability in municipal governance.

Section 5. Effective Date. This Local Law shall take effect immediately upon filing with the Secretary of State in accordance with the provisions of the Municipal Home Rule Law of the State of New York.

New Matter Underlined
Deleted Matter in Brackets []