

# CHIEF OF STAFF

## **JOB PURPOSE AND SUMMARY**

This position in the County Manager's office works autonomously to provide support to the county manager by:

- planning, coordinating, and evaluating the overall operation of the manager's office and the countywide organization;
- performing a variety of advanced professional duties and analytical projects;
- relieving the manager of administrative detail;
- acting as a liaison to Council members to facilitate implementation of their policies; and
- occasionally attending and representing the manager at governmental, community group, school, and service club meetings.

## **CLASSIFICATION DISTINCTIONS**

This position's focus is to relieve the county manager of extensive personal attention to administrative and organizational detail which enables him or her to attend to direct services. The classification is distinguished from the Office Manager classification in that the latter operates at a lower level and may focus on supervision of clerical staff and office administration functions. The Administrative Services Manager series is generally responsible for functions such as financial management, personnel, facilities, contracts and other administrative matters. The Chief of Staff position has significant county-wide impact, and works closely with the elected and appointed officials of the county as well as constituents.

## **KEY OR TYPICAL TASKS AND RESPONSIBILITIES:**

Assigned tasks may relate to the county manager's office, the Board of County Councilors or to individual departments. Tasks may include policy analysis and coordination, frequent interaction with the County Councilors, lobbyist communications, and public outreach.

Typical responsibilities include:

- Policy analysis and coordination
- Lobbyist communication
- Coordination with the County Councilors regarding legislative priorities and initiatives
- Coordination with the county's legislation delegation
- Manage day-to-day operation of the office: manage workload, provides leadwork to administrative staff and policy analyst and program coordinators, is first responder to items of urgency, coordinate office's response to news or changing policy
- Attend office meetings, monitor and research items on manager's agenda, prepare reports of findings and recommendations
- Prepare and monitor office's budget

- Represent the manager at a wide variety of meetings both during workday and evening, as required
- Prepare and organize manager's meetings, including goals, agenda, participants, and other variables
- Oversight of public outreach and public image
- Assist manager with special media events and articles, as required
- Plan, organize, execute, and present status reports on manager's mission, goals, and objectives
- Perform other or related duties as assigned

## **QUALIFICATIONS**

### **Education and Experience:**

A Bachelor's degree or equivalent experience in business administration, public administration or a related field and a minimum of 2 to 4 years of responsible experience in management, policy development and analysis, and government administration. Experience should demonstrate considerable knowledge and ability in each of functional disciplines as well as professional-level decision making and supervisory expertise and skill.

**Knowledge of:** contemporary management theories, practices and techniques; relevant financial and legal requirements; the mission, services and challenges of the county.

**Ability to:** plan, direct and effectively supervise the work of professional, technical and support staff; develop and maintain effective working relationships at all levels within and outside of the county; prepare effective correspondence and reports; and communicate effectively verbally and in sensitive interpersonal situations.

## **WORK ENVIRONMENT & PHYSICAL DEMANDS:**

Incumbents typically work in an office setting. Work involves management of multiple priorities and can involve face-to-face interactions in stressful or sensitive situations.

Essential tasks include use of the telephone and personal computer, writing, driving a county or personal vehicle and traveling to conferences, meetings and seminars.