

CHIEF OF STAFF (COUNTY EXECUTIVE)

DISTINGUISHING FEATURES OF THE CLASS: The incumbent of this position is responsible for assisting the County Executive in a variety of public and administrative capacities, such as managing staff and office operations, communications with media and the public, and specific assignments regarding inter-departmental operations as well as department functions. The Chief of Staff serves as direct contact with the citizenry, the media, other municipal, official and community organizations. Work also includes communications with the County Legislature and committees thereof. Performs related work as required.

TYPICAL WORK ACTIVITIES:

Assists the County Executive in a variety of public and administrative capacities;
Responds to telephone calls and visitors and establishes priorities for submission to the County Executive;
Addresses concerns and complaints from constituents, department heads/managers, and employees;
Represents the County Executive when he/she unavailable (this includes evenings, weekends and holidays);
Arranges appointments and meetings, prepares materials for them, and generally maintains the County Executive's calendar;
Addresses concerns and complaints from constituents, department heads/managers, and employees;
Attends Legislative meetings;
Collaborates with the Personnel Department in the administration of the summer student internship program;
Oversees office staff;
Oversees the maintenance of office records;
Oversees the screening process for potential County vendors;
May assist County Executive in meetings with Department Heads;
May conduct monthly Advisory and Department Head meetings;
Performs a variety of related activities as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of administrative practices;
Good knowledge of the principles and practices of organization and management;
Ability to express oneself clearly and concisely, both orally and in writing;
Ability to analyze facts and to exercise sound judgment; Ability to prepare and maintain a variety of reports;
Ability to coordinate various projects and tasks from beginning to end with specific attention given to details;
Coordinate and oversee the work of office personnel.

MINIMUM QUALIFICATIONS: Qualifications are determined by the County Executive.