

CHIEF OF STAFF (COUNTY EXECUTIVE)*

DISTINGUISHING FEATURES OF THE CLASS: This is primarily administrative work of a complex nature involving responsibility for effectively organizing and coordinating staff activities in the Office of the County Executive, maximizing staff productivity, and implementing policy guidelines covering a broad spectrum of staff operations. The work involves highly sensitive issues requiring tact, discretion, and responsiveness to the philosophy and public mission of the County Executive in dealing with public officials, elected officials, representatives of the business community, the press, constituents and other groups and individuals. The work is performed under the general supervision of and in close concert with the County Executive. An individual in this position serves at the pleasure of the County Executive. Supervision is exercised over professional and clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Directs internal staff operations and personnel to insure the implementation of policy directives and operational objectives;
Recommends policy changes to the County Executive responsive to public issues or to enhance operational objectives;
Consults with the County Executive on current issues and operational objectives;
Acts as the County Executive's personal representative with public officials, elected officials, the business community, the press and constituents in resolving issues or planning projects;
Meets and consults with other staff members of the Office of the County Executive to insure effective coordination of overall and specific County activities;
Follows through on policy and legislative changes or proposals needed to implement operational objectives or direction from the County Executive;
Proposes changes in organizational structure consistent with policy direction, and/or legislation consistent with policy changes;
Prepares and/or supervises the preparation of moderately complex to complex reports;
Discusses a variety of issues (e.g. consolidation, organizational changes, policy modifications, etc.) with the Budget Director, the Commissioner of Personnel, the Commissioner of Finance and/or the County Attorney and advises and makes recommendations to the County Executive on these issues;
Advocates the County Executive's policies and positions;
Establishes and coordinates procedures for effective staff responses to public and legislative inquiries;
Attends both internal and external meetings, forums, etc. and reports to County Executive on the activities;
May act for and in place of the County Executive.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of County and local government structures and current public issues affecting the County of Rockland; ability to supervise professional, technical and clerical personnel; ability to communicate effectively both orally and in writing; ability to analyze complex public issues and develop a suggested position consistent with the mission of the County Executive; ability to follow through on issues to successful completion.

MINIMUM QUALIFICATIONS: Qualifications determined by the appointing authority.

*This reflects a retitling of Chief of Staff.