

CHIEF OF STAFF (OFFICE OF THE CITY CLERK)

Duties and Responsibilities

This is a management class of positions.

Under executive direction of the City Clerk and with the widest latitude for independent judgment and decision making, is responsible for the planning, development and overall direction of the administrative, personnel and management policies and procedures affecting staff of the Office of the City Clerk.

Examples of Typical Tasks

Directs, coordinates and supervises a broad area of related functions concerned with the administration of personal serviced budget, staff grievances, personnel relations, staff absenteeism and salary administration.

Plans, develops and formulates the policies and procedures impacting upon the operation of the Office of the City Clerk.

Identifies and resolves problems and conflicts in fiscal, budgetary, personnel and other management areas.

Directs the monitoring and evaluation of existing staff, administrative and management policies procedures and standards; develops and implements revisions and changes as required.

Maintains liaison with key external offices and officials in coordinating the issuing processing and recording of marriage licenses for all five borough offices.

Checks and establishes the facts of any complaints received by the City Clerk, preparing a summary of investigation and, if complaint found justified, outlines procedures to provide adjustment or further action and, where necessary, remedial measure to prevent recurrence.

Performs additional duties as required by the City Clerk.

CHIEF OF STAFF (OFFICE OF THE CITY CLERK) (continued)

Qualification Requirements

1. A baccalaureate degree from an accredited college and four (4) years of satisfactory full-time paid experience in a large governmental agency, business firm, civic or community organization including 18 months of executive, managerial, administrative or supervisory experience; or
2. A four-year high school diploma its educational equivalent and eight (8) years of satisfactory responsible full-time professional experience working for the City of New York, including 18 months of executive, managerial, administrative or supervisory experience; or
3. A combination of education and or experience equivalent to “1” or “2” above. However, all candidates must possess a four-year high school diploma or is educational equivalent and the 18 months of executive, managerial, administrative or supervisory experience.

Direct Lines of Promotion

None. This class of positions is classified in the Non-Competitive Class.