

CHIEF OF STAFF TO THE COMMISSIONER (ACS)

Duties and Responsibilities

This is a management class of positions. Under executive direction, with the widest latitude for the exercise of independent initiative and judgment, serves as a confidential assistant to the Commissioner and executive leadership, on matters of a sensitive or policy-making nature.

Examples of Typical Tasks

Ensure that the Commissioner and executive leadership, is briefed and updated in preparation for all meetings and that his/her activities are well planned and coordinated.

Coordinate all agency initiatives and issues and ensure that appropriate personnel are briefed and updated as needed.

Attend meetings with the Commissioner and on behalf of the Commissioner and conduct appropriate follow-up from meetings.

Work closely with senior management and their staff to address issues, assist with key initiatives and facilitate communication with the Commissioner and City Hall.

Assess various situations and work to resolve specific issues brought to the Commissioner's attention.

Review reports, documents and correspondence and conduct complex research for the Commissioner's Office and makes recommendations to advance key legislation.

Coordinate meeting preparations with the Office of the Mayor, provide information and serve as a liaison on critical projects.

Draft memos and other correspondences and reviews written material for the Commissioner.

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Examples of Typical Tasks (continued)

Manage the Commissioner's Office and the administrative support team.

Work closely with City Hall and brief staff on key issues, respond to elected official's requests, inquiries and complaints, attend meetings and prepare reports.

Evaluate direct reports and subordinate managers to assess their performance and the component operations they manage.

Perform various high level specialized managerial/executive functions at the Commissioner's and executive leadership request.

Qualification Requirements

1. Bachelor's degree from an accredited college and 4 years of satisfactory experience of a nature to qualify for the duties and responsibilities of the position, at least 18 months of which must have been in an administrative, managerial, consultative or executive capacity or supervising personnel performing activities related to the duties of the position; or
2. A combination of education and/or experience equivalent to "1" above. However, all candidates must have the 18 months of administrative, managerial, executive, consultative or supervisory experience described in "1" above.

Direct Lines of Promotion

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