

CHIEF OF STAFF (DOT)

General Statement of Duties and Responsibilities

This is a management class of positions.

Under executive direction of the Commissioner, with extensive latitude for the exercise of independent initiative and judgment, serves as confidential assistant to the Commissioner on matters of a sensitive or policy-making nature.

Plans and coordinates projects and studies relevant to the agency operations on behalf of the Commissioner. Prepares detailed analyses of current conditions, while identifying optimum methods for effecting needed policy modifications. Monitors and coordinates implementation of executive directives by the agency's various divisions and resolves difficulties experienced by operating divisions in the implementation of agency policy.

Provides guidance and problem solving solutions where warranted, and advises the Commissioner regarding intergovernmental matters and their impact on Agency operations.

Manages the processing of all customer service and elected officials' requests, inquiries, and complaints pertaining to transportation issues.

Performs complex research and prepares detailed summary, progress and tracking reports; makes key recommendations for the advancement of desired legislation at the federal and State levels.

Represents the Commissioner at meetings with division heads and executive management regarding implementation of special projects.

CHIEF OF STAFF (DOT) (continued)

Examples of Typical Tasks (continued)

Represents the Commissioner in dealings with other public jurisdictions and promotes the agency's interests with legislative representatives of federal, State and municipal agencies and offices.

Performs various high level specialized managerial/executive functions at the Commissioner's 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 classified in the Non-Competitive Class.