

PROPOSED DUTIES STATEMENT

Chief of Staff (IBO)

As chief operating officer of the Independent Budget Office (IBO), develops and promulgates internal organizational policies to further the agency's mission.

Provides executive direction to IBO's research and operational divisions in all areas impacting internal operations.

Works closely with the Director to conduct oversight reviews and modify the delivery of IBO services and programs in order to ensure efficient operations and meet agency targets.

Provides executive direction to all IBO staff in the area of organizational management, budget tracking and regulatory compliance, and serves on the agency's senior management team.

Works closely with the Director to facilitate oversight and management of each of the agency's divisions and operational teams, to promote effective delivery of services and meet agency targets.

Represents the agency at press conferences, community meetings, legislative hearings, and other public meetings; initiates complex action entailing the coordination of multiple agency divisions, governmental agencies, and community groups.

Performs related duties at the request of the Director.