

**CHIEF OF STAFF (DHS)**

**General Statement of Duties and Responsibilities**

This is a Management class of positions.

Under executive direction of the Administrator 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 Department of Homeless Services; performs related work.

**Examples of Typical Tasks**

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

Plans, develops and formulates policies and procedures impacting upon the programs of the Department of Homeless Services.

Identifies and resolves problems and conflicts on 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, such as the Office of Management and Budget, Office of the Mayor, and State and Federal offices, in order to expedite the meeting of critical agency needs in the areas of personnel and staff management.

**Qualification Requirements**

1. A baccalaureate degree from an accredited college and five (5) years of full-time experience in an administrative, managerial, consultative or executive capacity in a large governmental agency, business firm, civic or community organization; or
2. Education and/or experience equivalent to "1" above. However, all candidates must have at least one (1) year specialized experience as described in "1" above.

**Lines of Promotion**

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