

DUTIES STATEMENT

CHIEF OF STAFF (DVS)

The Chief of Staff (DVS) is a managerial position. Under direction of the Commissioner, with extensive latitude for the exercise of independent initiative and judgment, the Chief of Staff (DVS) serves as a confidential assistant to the Commissioner on matters of a sensitive or policy-making nature; oversees all activities within all departments of the Agency; coordinates meeting preparations with the Deputy Mayor Office for Strategic Policy Initiatives; serves as a trusted senior intermediary working with agency team members at all levels, city agency and administration leaders, national veteran service organization advocates and key stakeholders throughout the community, private, public and nonprofit sectors; Handles sensitive issues demanding the utmost consideration for privacy, respect, confidentiality, discretion and judgment.