

DUTIES STATEMENT

EXEMPT CLASS

DEPUTY CHIEF OF STAFF TO THE CHANCELLOR

Duties Statement

This is a management class of positions. Incumbent performs related work.

Under executive direction of the Chancellor and Chief of Staff, with the widest latitude for the exercise of independent initiative and judgement, provides ongoing support and expertise to all Deputy Chancellors and cabinet members, assisting them in establishing and meeting or exceeding all set goals, objectives, policies and procedures for all of the functions of the Department, and ensuring that the policies and directives of the Chancellor are enacted.