

# POSITION DESCRIPTION

AGENCY/DEPT ID  
Department of Administrative Services/  
DAS101000

DIVISION OR INSTITUTION  
Administrative Support

UNIT OR OFFICE  
Office of Director

COUNTY OF EMPLOYMENT  
Franklin

POSITION NUMBER  
20005399

Reclassification     New Position     Update    Position Hyperlinked to  Agency Organizational Tree

USUAL WORKING TITLE OF POSITION: Chief of Staff    POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: SEE TABLE OF ORGANIZATION

Permanent     Classified    Overtime:  Eligible     Exempt    Bargaining Unit 22  
 Temporary     Unclassified    If FLSA Exempt, exemption type: Executive    PR - 00  
 Intermittent     Essential    Page 1 of 1

NORMAL WORKING HOURS (Explain unusual or rotating shift):  
FROM: 8:00 a.m. TO: 5:00 p.m.

### JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
65	On behalf of Director of Department of Administrative Services (DAS), serves as Chief of Staff in order to plan, direct & coordinate activities of division & offices under purview, & supervise assigned staff: oversees day-to-day operations of Human Resources Division (HRD), Office of Collective Bargaining (OCB), Office of Information Technology (OIT), Equal Opportunity Division (EOD), & Administrative Support Division's Offices' of Legal Services, Employee Services, Communications, & Finance; manages & coordinates agency's legal affairs &, with Chief Legal Counsel, advises Director on legal matters; confers with Director in order to provide programmatic leadership & input for all strategic plan implementation processes; works with division deputies to implement agency & division goals; acts as liaison between Director and assigned divisions; works with Director to formulate & implement programs for division; develops & executes strategies to address programmatic issues; analyzes operations to evaluate performance of divisions or its staff in meeting objectives &/or to determine areas of potential cost reduction, program improvement or policy change; directs program operations to ensure compliance with applicable agency policies, laws & rules; develops methodologies to assess viability &/or success of programs; monitors & evaluates effectiveness of programs, considering integration with other initiatives; assists in preparing budgets for approval, including those for funding or implementation of programs; acts as Director in absence of Director or Assistant Director, as assigned.	Knowledge of (1) business administration/management science/public administration; (2) budgeting; (3) program/project management; (4) federal & state legislative processes; (5) federal, state & agency laws, rules & regulations relating to DAS*; (6) public relations concepts & practices; (7) management/supervision (8) employee training & development; (9) contract & employment law; (10) labor relations; (11) collect bargaining law; (12) human resource management. Skill in (13) operation of personal computer & associated hardware/software (e.g., Microsoft Office Suite, OAKS*) & use of Internet; (14) dealing with high-level government officials. Ability to (15) manage senior level staff; (16) read & comprehend legal documents; (17) understand government funding processes; (18) coherently & professionally communicate ideas to diverse groups; (19) analyze, write & edit legislation, position papers & other materials for publication; (20) evaluate multiple variables & determine specific course of action; (21) use proper research methods in gathering data; (22) establish friendly atmosphere.
35	Responsible for developing leadership within assigned divisions; develops & implements strategic planning for assigned areas; works with appropriate staff to resolve issues & improve the efficient delivery of assigned services; conducts &/or directs research to analyze & evaluate alternative methods for process improvement.	Knowledge of 1, 2, 3, 4, 5*, 6, 7*, 8, 9 Skill in 13, 14 Ability to 15, 16, 17, 18, 19, 20, 21  *developed after employment

JOB CODE TITLE  
Policy Staff

JOB CODE  
99585

List Position Numbers & Job Titles of Positions Directly Supervised:

SEE TABLE OF ORGANIZATION

SIGNATURE OF AGENCY REPRESENTATIVE

*Robert Blair/jmc*

DATE

11/12/15

App 11-12-15 (cc)