

POSITION DESCRIPTION

AGENCY/DEPT ID
Department of Administrative Services/
DAS101000

DIVISION OR INSTITUTION
Administrative Support

UNIT OR OFFICE
Director's Office

COUNTY OF EMPLOYMENT
Franklin

POSITION NUMBER
20006656

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
 Temporary
 Intermittent

Classified
 Unclassified
 Essential

Overtime: Eligible Exempt
If FLSA Exempt, exemption type: Executive

Bargaining Unit 22
PR 46
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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 Equal Opportunity Division (EOD), & Administrative Support Division's Offices' of Legislative Affairs & Communication; confers with Director in order to provide programmatic leadership & input for all strategic plan implementation processes; works with State Equal Opportunity Coordinator & office administrators in formulating & implementing policy, goals, objectives & procedures in alignment with DAS Strategic Plan; develops & executes strategies to address programmatic issues; analyzes operations to evaluate performance of offices or its staff in meeting objectives &/or to determine areas of potential cost reduction, program improvement or policy change; assists in preparing budgets for approval, including those for funding or implementation of programs; serves as liaison between Director, Governor's Office & DAS leadership on current & emerging & statewide initiatives; plans, directs, researches & responds to inquiries & furnishes information regarding policies & projects for DAS; explains DAS programs & projects to representatives, senators, Governor's Office & legislative staff; independently responds to concerns & inquiries posed by constituents, state employees, general public & special interest groups; maintains constant contact with legislators & staff & continually monitors legislation with possible impact on DAS; serves as DAS Director's designee on statutorily assigned boards & commissions (e.g., Public Employee Retirement System, Public Employee Deferred Compensation Program, School Facilities Commission); represents department's position with legislators, other agency Directors & Governor's Office.	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) agency specific resources available to research inquiries*; (8) management/supervision (9) employee training & development. Skill in (10) operation of personal computer & associated hardware/software (e.g., Microsoft Office Suite) & use of Internet; (11) dealing with high-level government officials. Ability to (12) manage senior level staff; (13) read & comprehend legal documents; (14) understand government funding processes; (15) coherently & professionally communicate ideas to diverse groups; (16) analyze, write & edit legislation, position papers & other materials for publication; (17) evaluate multiple variables & determine specific course of action; (18) use proper research methods in gathering data; (19) establish friendly atmosphere as chief of staff.
35	Assumes responsibility for developing EOD & assigned ASD leadership: works closely with divisions to develop/coordinate agency projects; examines current operations & applicable procedures to ensure efficiency & improve service delivery; keeps current on legislative & Chapter 119 administrative rule & process changes; works cooperatively with senior managers to identify future projects; represents DAS on committees, task forces & at meetings.	Knowledge of 1, 2, 3, 4, 5*, 6, 7*, 8, 9 Skill in 10, 11 Ability to 12, 13, 14, 15, 16, 17, 18, 19 *developed after employment

JOB CODE TITLE
Deputy Director 6

JOB CODE
61316

List Position Numbers & Job Titles of Positions Directly Supervised:

SEE TABLE OF ORGANIZATION

SIGNATURE OF AGENCY REPRESENTATIVE



DATE

4.29.14