

# NEW CASTLE COUNTY GOVERNMENT

Number 0193

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## CLASS SPECIFICATION

Date 01/11/05

Title: CHIEF OF STAFF

Approved:



**GENERAL STATEMENT OF DUTIES:** Directs and manages the staff and operations of the Office of the County Executive; supervises external relations, inter-governmental relations, and public schedule and policy planning for the County Executive; does related work as required.

**DISTINGUISHING FEATURES OF THE CLASS:** An employee in this class provides daily management directly to the County Executive in relation to his or her policy agenda. Working with County departments, external community groups, legislative bodies, and non-governmental agencies, this employee shall coordinate and advance new policy initiatives. This employee will also manage the external functions of the County Executive, which includes legislative drafting, community participation, and County leadership in collaborative efforts.

### EXAMPLES OF WORK: (Illustrative only)

- Serves as principal aide to the County Executive;
- Supports the County Executive in dealing with a range of public affairs issues and directly handles matters of County importance on behalf of the County Executive, as appropriate;
- Serves as the County Executive's primary strategic liaison with other legislative bodies, New Castle County Council, and the community at-large;
- Designs, establishes, and maintains an organizational structure and staffing to effectively accomplish the County Executive's goals and objectives;
- Recruits, selects, trains, supervises, and evaluates administrative staff;
- Ensures the timely and satisfactory completion of initiatives and work assignments of the administrative unit;
- Oversees all facets of the daily operations of the Office of the County Executive;
- Provides integrated policy analysis and strategic consultation to the County Executive and senior administration on major issues affecting the County;
- Prepares and/or contributes to the preparation of reports, briefings, presentations, and responses on County issues, as appropriate;
- Coordinates special projects on behalf of the County Executive, keeping the Chief Administrative Officer informed on a regular basis of all policy initiatives;
- Participates with the County Executive, Chief Administrative Officer, Deputy Chief Administrative Officer, and other senior managers in institutional planning, policy development, and problem resolution;

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Title: CHIEF OF STAFF

Approved:



- Promotes an ongoing attitude of dedication to excellent public service and ensures that external and internal customers are provided with the highest quality of service;
- Operates a data processing terminal, personal computer, and other related equipment in the course of the work.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:** Knowledge of the goals, objectives, structure, and operations of a major institution or governmental body; knowledge of institutional/governmental policies and procedures, regulations, and by-laws and the legal environment within which they operate; knowledge of organizational structure, workflow, and operating procedures; ability to perform complex tasks and to prioritize multiple projects; ability to foster a cooperative work environment; strong analytical and critical thinking skills; the ability to analyze, summarize, and present data and ideas effectively; skills in employee development and performance management; strong interpersonal skills and the ability to effectively work with a wide range of individuals and constituencies in a diverse community; ability to supervise and train employees to include organizing, prioritizing, and scheduling work assignments; advanced verbal and written communication skills and the ability to make effective presentations to small and large groups; good strategic planning skills; demonstrated leadership, organizational, and management skills; ability to pass a Class III County physical examination.

**ACCEPTABLE EXPERIENCE AND TRAINING:** At least ten years of related experience at a senior staff level and possession of at least a Bachelor's Degree from an accredited college or university with major course work in public administration, public policy, or related field; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

### HISTORY OF REVISIONS

Established: 01/11/05