

# CHIEF OF STAFF

**Department: Supervisor**

**Classification: Non-Competitive**

**Specification Number: 1020**

**Approved: 11/4/21**

**Revised: By JG**

## **MINIMUM QUALIFICATIONS**

**Either:**

- a) Graduation from a college with federally-authorized accreditation or registration by New York State with a Bachelor's Degree in Public Administration or Business Administration and six years of administrative experience, at least three of which have involved governmental operations; or,
- b) Graduation from a standard senior high school and ten years of administrative experience, at least five of which have involved governmental operations; or,
- c) An equivalent combination of education and experience as defined by the limits of (a) and (b).

## **DISTINGUISHING FEATURES OF THE CLASS**

An employee in this class is responsible for administering the internal operations of the office of the Town Supervisor. The incumbent exercises independent initiative and judgment in formulating policies and procedures to enhance efficiency and coordinates strategic planning and performance measurement activities. Responsibility is included for working directly with department and division heads on day-to-day issues, special projects and urgent problems in order to design solutions and implement programs. Work is subject to review by the Town Supervisor through meetings, observations, reports, conferences and program results. Does related work as required by the Town Supervisor.

## **TYPICAL WORK ACTIVITIES**

- Reviews proposed policies and procedures for conformance with the goals of the Town, makes recommendations and proposes changes;
- Assures implementation of programs developed and initiated by the Town Supervisor;
- Directs the preparation of studies and reports on behalf of the Town Supervisor;
- Represents the Town's interests to public and private entities;
- Provides advice and extensive professional assistance and recommendations on issues and policies;
- Assists in the administrative coordination of all Town departments and divisions of the Town Supervisor's office;
- Plans, advises and implements department and divisional policies and procedures;
- Prepares progress reports of programs and recommends improvements.

## **KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS**

Comprehensive knowledge of the principles and practices of municipal administration and the functions of local government; thorough knowledge of the principles of management, planning, governmental finance and personnel principles and practices; good knowledge of the procedures and methods of conducting effective research; ability to plan, and direct the work of personnel in a manner conducive to full performance and high morale; ability to prepare clear and comprehensive reports; ability to analyze and interpret statistical information; ability to deal effectively with others; ability to express oneself clearly and concisely, both orally and in writing; physical condition commensurate with the demands of the position.