

Chief of Staff

Job Family Description

Positions in this job family provide administrative or professional support for departments, programs, divisions, and other organizational units. Administrative support work may be directly related to business operations, administration and clerical support. Responsibilities in this family address the general management of institution operations at the unit and/or department level. Typical functions include broad unit business operations, ancillary services management, clerical/secretarial support, etc.

Minimum Qualifications:

(
(Experience: 8 + years of related experience.

**Work Level/
Pay Band: 5**

Duties

(

Chief of Staff, *con't*

Early Career Roles
Developing Functional Excellence

Mid-Career / Supervisory Roles
Developing Critical Experience and Leadership

Late Career / Leadership Roles
Leveraging Leadership Capabilities

Knowledge, Skills, & Abilities	Core Competencies
<ul style="list-style-type: none"> (Excellent organizational, management, and technical skills. (Knowledge of administrative and management practices. (Ability to interact and influence at the most senior levels of an organization and to work collaboratively across functions, levels and departments toward shared objectives. (Ability to analyze programs and projects and recommend improvements. (Skill in communicating effectively both orally and in writing. (Skill in using independent judgment and discretion in handling emergency situations, determining and deciding upon procedures to be implemented, setting priorities, maintaining standards, and resolving problems. (Skill in comprehending, interpreting, and applying regulations, procedures, policies and related information. (Knowledge of principles of management, supervision, planning, budgeting, and personnel principles and practices. (Ability to make acceptable professional recommendations on policy development (Ability to organize, delegate and establish meaningful goals; establish effective working relationships with employees and the public. <p>Supervisory Responsibilities Supervises other employees within the department.</p>	<ul style="list-style-type: none"> (1. Communication Uses high-level persuasion and negotiation skills. (2. Judgment/Decision Making Makes decisions that affect more than one department and sometimes the entire institution. (3. Accountability & Self-Management Leads a major department or multiple departments; develops strategies, designs policies and deploys resources to achieve objectives. (4. Supervision Has substantial latitude for independent action. (5. Problem-Solving & Analysis Applies highly developed creative and problem solving skills. (6. Budgetary Decisions Is accountable for budget planning and controlling expenditures. (7. Policy Development Designs and enforces departmental and/or institutional policies and deploys resources to achieve objectives.

*** The above statements describe the general nature and level of work being performed by individuals assigned to this classification. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so classified.*