

Chief of Staff

Salary

\$105,789.42 - \$174,552.54 Annually

Location

1769 East Moody Blvd. Bunnell, FL

Job Type

Full Time

Department

County Administration

Job Number

00234

Closing

7/28/2020 11:59 PM Eastern

- **DESCRIPTION**
- **BENEFITS**

Description

This is highly responsible administrative work in serving as principal aide to the County Administrator; supports the County Administrator in dealing with County staff, the Board of County Commissioners, and various public affairs issues; directly handles matters of organizational importance on behalf of the County Administrator, as appropriate. Work includes performing research and special study assignments, implementing administrative policies, and exercising administrative control over assigned operations and functions. Work is performed with considerable independent judgment based on experience in developing courses of action and recommendations. Work is reviewed by the County Administrator through conferences, reports and observation of results obtained.

Examples of Duties

- Makes recommendations to the County Administrator on new or revised administrative policies; conducts administrative hearings for personnel issues, as required.
- Assists the public in addressing requests and complaints.
- Represents and assists the County Administrator at community meetings and various activities.
- Assists in the development and implementation of County goals, project priorities, and programs; researches and analyzes recommendations for new programs, projects and service proposals. Prepares and/or contributes to the preparation of memorandum, ordinances, reports, briefings, presentations, and responses on organizational and strategic issues, as appropriate.

- Responsible for planning key committee and board meetings to include tracking, monitoring and follow-up on the progress of projects, action items, strategies that emanate from the Board of County Commissioners; prepare agendas, develop memos, communication, correspondence; identify meeting participants; collect, prepare and distribute appropriate briefing materials; initiate subsequent follow-up meetings and communication for key personnel as directed; anticipate and identify issues for discussion at key management meetings while coordinating with leadership team.
- Supervises and coordinates activities of assigned departments. Implements plans, programs, and actions consistent with the direction of the County Administrator and Board of County Commissioners. Coordinates activities and communications among assigned departments.
- Assists in the evaluation and prioritization of County wide projects and work programs. Conducts formal and informal monitoring of progress towards project completion. Develops various statistical and management reports.
- Prepares and conducts performance evaluations on assigned department directors. Effectively recommends hiring, termination, disciplinary, and/or commendatory actions.
- Directly supervises departments and/or divisions as assigned by the County Administrator.
- Responsible for teambuilding within the organization.
- Exercises same authority as the County Administrator when delegated by the County Administrator.
- Assumes the duties of the County Administrator in the event the County Administrator is absent or incapacitated.
- Performs related work as required.
- In the event of an emergency, all employees are considered essential personnel and may be required to perform alternate duties.

These essential functions are not to be construed as a complete statement of all duties performed. All employees will be required to perform other job-related duties as required

Minimum Qualifications

- Graduation from an accredited 4-year college or university with major course work in public or business administration, 4-years progressively responsible experience in municipal or county government management work, or any equivalent combination of relevant training and experience such as extensive related experience at a senior staff level in combination with substantial formal training.
- County residency required within approximately 6 months of employment date to ensure optimal decision-making process in cognizance with the County's ever evolving social, economic and political climate.