

CHIEF OF STAFF (FINANCE)

General Statement of Duties and Responsibilities

Under direction of the Commissioner, with wide latitude for the exercise of independent initiative and judgment, serves as confidential manager to the Commissioner of Finance on matters of a sensitive or policy-making nature. This is a management class of positions. All incumbents perform related work.

Examples of Typical Tasks

Assists with planning the agency's strategy formulation; plans and directs administrative and operational activities for the Commissioner.

Provides oversight and guidance to projects of high importance; takes the lead on ensuring that the agency's long-term strategic plan is fully developed and implemented.

Acts as a point of contact between senior staff, employees and external stakeholders; Works closely with senior staff to ensure that short-term goals are met and ~~the~~ of the agency's operational goals are executed.

Develops and drafts agency policies and procedures.

Manages and/or follows up on special projects as directed by the Commissioner.

Provides strategic advice to the Commissioner and senior staff to improve the daily operations of the agency.

Assumes executive responsibilities as directed by the Commissioner.

CHIEF OF STAFF (FINANCE) (continued)

Qualification Requirements

1. Master's degree from an accredited college and 2 years of satisfactory experience of a nature to qualify for the duties and responsibilities of the position, at least 18 months of which must have been in an administrative, managerial, consultative, executive capacity or supervising personnel performing activities related to the duties of the position.
2. Bachelor's degree from an accredited college and 4 years of satisfactory experience as described in "1" above, including the 18 months of experience in administrative, managerial, consultative, executive capacity or supervising personnel performing activities related to the duties of the position.

Direct Lines of Promotion

None. This class of positions is classified in the Non-Competitive Class.