

CHIEF OF STAFF TO THE DEPUTY CHANCELLOR

General Statement of Duties and Responsibilities

This is a management class of positions with various assignment levels. All personnel perform related work.

Under executive direction of the Deputy Chancellor, with extensive latitude for the exercise of independent initiative and judgment, serves as confidential assistant to the Deputy Chancellor on matters of a sensitive or policy-making nature. Provides leadership, direction, counsel, and support in a broad range of strategic, managerial, logistical, and administrative areas.

Examples of Typical Tasks

Assists the Deputy Chancellor in the design of policies and programs that will accomplish the objectives of the DOE.

Plans and coordinates projects and studies relevant to the division operations on behalf of the Deputy Chancellor. Monitors and coordinates implementation of executive directives by the division's various offices and resolves difficulties experienced by offices in the implementation of agency/division policy.

Provides high-level operational oversight for high priority projects which are overseen directly by the Deputy Chancellor's office.

Provides guidance and problem-solving solutions where warranted, and advises the Deputy Chancellor on matters that impact Division operations.

Performs complex research and prepares detailed summary, progress and tracking reports. Identifies needed policy modifications.

Represents the Deputy Chancellor at meetings with division heads and executive management regarding implementation of special projects.

Manages process for developing communication plans. Oversees coordinated and timely flow of information to key constituencies within and beyond Central and Borough/Citywide Offices and schools.

CHIEF OF STAFF TO THE DEPUTY CHANCELLOR (continued)

Examples of Typical Tasks (continued)

Spearheads critical strategic initiatives assigned by the Deputy Chancellor; manages special functions and activities; assigns projects appropriate to line staff in various organizations for research, analysis, and implementation.

Represents the Deputy Chancellor in external and intergovernmental relations, including liaison with high-level officials of government agencies, community organizations and private foundations; supports proposal development; develops presentations for the decision-makers and stakeholders.

Represents the Deputy Chancellor in dealings with other public jurisdictions and promotes the agency's interests with legislative representatives of federal, State and municipal agencies and offices.

Performs various high level specialized managerial/executive functions at the Deputy Chancellor's request.

Qualification Requirements

1. A bachelor's degree from an accredited college or university and 4 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 or executive capacity or supervising personnel performing activities related to the duties of the position; or
2. A combination of education and/or experience equivalent to "1" above. However, all candidates must have the 18 months of administrative, managerial, executive, consultative or supervisory experience described in "1" above.

Direct Lines of Promotion

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