

CHIEF OF STAFF - TOWNS

Code No. 2-27-029
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This senior-level administrative position supports the Town Supervisor as an advisor and liaison to other leaders, overseeing the daily operations, programs, and policies. The employee is responsible for conducting research to make recommendations for creating and executing new initiatives, proposals, operations management, and budgeting. Other duties include assisting with hiring and retention for the Town Supervisor's office, as well as managing calendars, correspondence, and planning and facilitating meetings. The employee reports directly to, and works under the general supervision of, the Town Supervisor with wide leeway allowed for exercising independent judgment and setting priorities. Supervision of others is not a responsibility of this class. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Collaborates with the Town Supervisor and senior leaders to coordinate and oversee the daily operations of the Town Supervisor's Office, monitoring town activities;

Works with the Town Supervisor to review, analyze, and research policies, current programs, and proposed programs to make recommendations;

Researches, develops, and implements new policies, initiatives, and programs;

Assists with the development of short and long term goals;

Performs administrative duties to include planning and coordinating meetings, managing calendars, and correspondence;

Manages operational projects, including budgeting, and identifies areas for improvement;

Acts as a liaison between staff, senior leaders, local officials, the Town Supervisor, and voluntary organizations regarding town projects, proposals, and planning;

Attends town board meetings and public hearings;

Assists the Personnel Department with the hiring process, staff retention, and employee issues requiring the attention of the Town Supervisor's Office;

Processes inquiries, develops action plans, and assists with the preparation and dissemination of communications;

Works on special projects as directed by the Town Supervisor.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Thorough knowledge of the mission and goals of the town; thorough knowledge of the policies and functions of town government operations; thorough knowledge of proper and effective public administration techniques; thorough knowledge of proper and effective management practices and procedures; good knowledge of needs analysis techniques; good knowledge of government programs; good knowledge of intergovernmental relations; ability to analyze current programs and policies in order to make improvements; ability to conduct research; organizational ability; ability to communicate effectively orally and in writing; ability to establish and maintain effective professional relationships; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma, plus EITHER:

- (A) Graduation with a Bachelor's degree in Business Administration, Business Management, Finance, Political Science, Public Administration, or a closely related field, plus two (2) years paid full-time or its part-time equivalent experience in public relations, program development, or finance; OR,
- (B) Graduation with an Associate's degree in one of the fields mentioned in (A) above, plus four (4) years paid full-time or its part-time equivalent experience as defined in (A) above; OR,
- (C) Six (6) years paid full-time or its part-time equivalent experience as defined in (A) above; OR,
- (D) An equivalent combination of education and experience as defined by the limits of (A) and (B) above.

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

SPECIAL REQUIREMENT: If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

Monroe County Civil Service Commission

ADOPTED: January 9, 2025