

CHIEF OF STAFF (COUNTY CLERK)

DISTINGUISHING FEATURES OF THE CLASS: The incumbent of this position is responsible for assisting the County Clerk in a variety of public and administrative capacities, such as managing staff and office operations, communications with media and the public, and specific assignments regarding the advancement of department operations and functions. The Chief of Staff serves as direct contact with the citizenry, the media, other municipal, official and community organizations. Work also includes communications with the County Executive, County Legislature and committees thereof. Performs related work as required.

TYPICAL WORK ACTIVITIES:

Assists the County Clerk in a variety of public and administrative capacities;
Responds to telephone calls and visitors and establishes priorities for submission to the County Clerk;
Addresses concerns and complaints from constituents, customers, and employees;
Represents the County Clerk when he/she is unavailable (this includes evenings, weekends and holidays;
Arranges appointments and meetings, prepares materials for them, and generally maintains the County Clerk's calendar;
Addresses concerns and complaints from constituents, customers, and employees;
Attends Legislative meetings;
Collaborates with the Personnel Department in the administration of the student internship programs;
Oversees office staff;
Oversees the maintenance of office records;
Oversees the screening process for potential County Clerk vendors;
Assists the County Clerk in meetings with the County Executive and Legislature;
Performs a variety of related activities as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of administrative practices;
Good knowledge of the principles and practices of organization and management;
Ability to express oneself clearly and concisely, both orally and in writing;
Ability to analyze facts and to exercise sound judgment;
Ability to prepare and maintain a variety of reports;

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Ability to coordinate various projects and tasks from beginning to end with specific attention given to details;
Coordinate and oversee the work of office personnel.

MINIMUM QUALIFICATIONS:

- (a) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Master's degree in a relevant discipline and four (4) years of experience in government/public administration, economic/business development, not-for-profit administration/management, public relations/marketing, government relations or a closely related field; or
- (b) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's degree in a relevant discipline and five (5) years of experience in government/public administration, economic/business development, not-for-profit administration/management, public relations/marketing, government relations or a closely related field; or
- (c) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Associate's degree in a relevant discipline and seven (7) years of experience in government/public administration, economic/business development, not-for-profit administration/management, public relations/marketing, government relations or a closely related field.