CHIEF OF STAFF TO THE COMMISSIONER

DISTINGUISHING FEATURES OF THE CLASS: The incumbent of this position advises the Commissioner on specifics of issues under consideration. The Chief of Staff serves as direct contact with the public, other municipal, and official and community organizations. Duties include specific assignments regarding inter-departmental operations as well as department functions.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Assists the Commissioner in a variety of public and administrative capacities;
- Responds to requests and establishes priorities for submission to the Commissioner;
- Acts as intermediary between Commissioner and management staff of the department;
- Represents the Commissioner in specified meetings with intergovernmental stakeholders at the local, state and federal levels, including meeting with public and private entities that work with the City of Albany;
- Attends and runs regular departmental and agency meetings;
- Attends community functions and events with and on behalf of the Commissioner;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of the principles and practices of municipal administration and the functions of local government;
- Thorough knowledge of the principles of management, planning, governmental finance, personnel principles and practices;
- Good knowledge of the procedures and methods of conducting effective research;
- Attentiveness to detail;
- Excellent speaking and writing ability;
- Ability to multitask;
- Ability to prepare clear and comprehensive reports;
- Ability to work effectively with diverse populations;
- Good knowledge of personal computers and office equipment;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

A. Graduation from a regionally accredited or NYS registered college or university or one accredited by the NYS Board of Regents to grant degrees with a
Bachelor’s Degree (or higher) and six (6) years of progressive experience in administrative experience, at least three which have involved governmental operations; **OR**

B. Graduation from a regionally accredited or NYS registered college or university or one accredited by the NYS Board of Regents to grant degrees with an Associate’s Degree eight (8) years of progressive experience in administrative experience, at least three which have involved governmental operations; **OR**

C. An equivalent combination of training and experience as defined by the limits of (A) and (B) above.