



ROCKDALE COUNTY, GEORGIA CHIEF OF STAFF

Pay Grade: 32 (Recommended)
Department/Office: Board of Commissioners

FLSA Status: Exempt
Class Code: 0003

Job Summary

The employee in this class is responsible for the day-to-day internal communications aimed at achieving the objectives of the Chairman and the Board of Commissioners. Under broad policy direction, the employee coordinates departmental functions involved in implementing initiatives and special projects as directed by the Chairman. Work includes directly supervising administrative support staff as well as other departments that may be assigned by the Chief Executive Officer. The Board of Commissioners assigns work in the form of broad policy statements and Board policies as implemented and prioritized by the Chairman and CEO of day-to-day operations.

Essential Functions

Essential Functions: *These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position.*

Serves as liaison between members of the Board of Commissioners.

Facilitates internal communication between directors and throughout all levels of the organization to focus department efforts on the overall goals and objectives of the Board of Commissioners.

Assists the Chairman and the Board of Commissioners with strategic planning; assists with outlining and communicating the Board's priorities.

Monitors and evaluates progress toward goals and objectives of the administration and for the administration; provides Commissioners with information on the status of County initiatives and projects.

Represents the Board of Commissioners in relationships with various civic or governmental organizations, task forces, boards and commissioners; confers regularly with staff from municipality, school board, chamber of commerce and authorities to discuss issues of mutual interest; keeps commissioners apprised of issues/activities involving other governmental agencies and community organizations.

Acts as a designee in the absence of the Chairman.



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Essential Functions (Continued)

Conducts research and special projects and assures implementation of programs developed and initiated by the Board of Commissioners, and approved by the Chairman and CEO.

Understands organization policies and procedures necessary to ensure appropriate decision making protocols are followed.

Assists with developing and maintaining the budget for the Board of Commissioners Office.

Performs special assignments for the Board as directed and prioritized by the Chief Executive Officer.

Coordinates efforts with the Public Affairs and Innovative Programs Department as directed by the Chairman and Chief Executive Officer.

Serves as liaison between state and federal legislature and the Rockdale County Board of Commissioners; prepares responses to legislature on behalf of the Rockdale County Board of Commissioners.

Performs related work as needed.

Additional Duties:

Employees in this classification may be expected to perform any related duties as required by proper authority.

Knowledge, Skills and Abilities

Advanced knowledge of local government functions and structure.

Thorough knowledge of rules, ordinances, and laws governing county government.

Thorough knowledge of the principles of management and their application to the administration of local government activities.

Thorough knowledge of Georgia Open Records and Open Meetings Laws.

Ability to coordinate activities of departments.

Ability to evaluate situations in order to adopt effective courses of action and provide leadership to others in such actions.

Ability to coordinate numerous unrelated projects simultaneously at various stages of development.

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Knowledge, Skills and Abilities (Continued)

Ability to interpret and present abstract ideas in creative pictorial graphic forms.

Ability to plan and supervise the work of subordinates.

Ability to establish and maintain effective working relationships with the media, general public, co-workers, elected and appointed officials and members of diverse cultural and linguistic backgrounds.

Ability to interact at all levels within the County and to influence and leverage relationships positively.

Ability to work cooperatively and strategically in a team environment.

Ability to see and perceive depth.

Ability to hear.

Working Conditions

Work takes place primarily in an office environment.

Minimum Qualifications

- 1) Bachelor's degree in Public Administration, Business Administration or a related field.
- 2) Ten (10) years of progressively responsible supervisory/managerial experience or involvement in local, state or federal government.
- 3) OR have a combination of education, training and work experience that is equivalent to #1 and #2 above that provides the requisite knowledge, skills and abilities for this job.

Preference

- 1) Graduate degree in Public Administration, Business Administration or a related field.

CHAIRMAN APPROVAL: _____

HUMAN RESOURCES APPROVAL: _____

✓ BOC APPROVAL: _____

DATE OF APPROVAL: _____

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