Classification Title Code/Title: 8012/Chief of Staff I

Exempt Status: Exempt *Exemption may be subject to applicable salary requirements from the Department of Labor

Pay Grade: 17

Job Summary:

The Chief of Staff I, under general direction, provides direct administrative support to leadership, including advice and information, acting as senior administrator for the unit, leading a management team, acting as liaison to leadership, and overseeing event coordination.

Essential Duties and Responsibilities

- Acts as senior administrator for the unit.
- Supervises assigned staff.
- Provides direct administrative support to leadership.
- Researches and provides substantive and analytic information. Advises on decision making.
- Implements strategic goals, prioritizes work, and monitors initiatives.
- Represents leadership in meetings and on committees.
- Filters correspondence and composes responses on behalf of leadership.
- Oversees event coordination for unit.

This document represents the major duties, responsibilities, and authorities of this job, and is not intended to be a complete list of all tasks and functions. Other duties may be assigned.

Additional Responsibilities

Minimum Requirements

Education – Bachelor’s degree or any equivalent combination of education and experience.

Experience – Nine years of experience in office administration or management.

Knowledge, Skills, Abilities

Knowledge of database, spreadsheet, presentation and word processing software. Oral and written communication skills. Ability to plan and organize effectively. Ability to multitask and work cooperatively with others.

Registration, Certification, or Licensure

None.

Supervision Received/Given

This position generally supervises employees.
Other Requirements

Requires some work on weekends and evenings.