

CITY OF ST. LOUIS CLASSIFICATION SPECIFICATION

CLASSIFICATION

TITLE: Chief of Staff

CLASS CODE: 1737

GENERAL DESCRIPTION OF DUTIES:

Incumbents in this classification are accountable for the overall operation of the Mayor's Office.

DISTINGUISHING CHARACTERISTICS:

This is an advanced-level managerial classification in the Mayor Administrative series - Special/Executive Assistant to the Mayor Group within the City of St. Louis. Incumbents within this classification perform complex duties with a variety of related tasks. The distinguishing characteristic of this classification within the series is the accountability for overall operations of the Mayor's Office.

Incumbents work under administrative direction. They are free to plan, direct and organize all phases of work necessary for its completion within broad program guidance. Incumbents generally report to the Mayor.

This is the executive level for this series. Positions in these classes have primary and major responsibility for setting broad policies, exercising overall authority for the execution of those policies and managing work units or operation. Incumbents are delegated on a regular and recurring basis full authority to establish comprehensive objectives and strategies for a department and its major subdivisions. This level of work considers all internal and external forces and developments on department strategies and goals, guides the integrated planning for functional activities, and continually reviews both objectives and implementation for effectiveness.

EXAMPLES OF WORK (Illustrative only):

(The list of duties is intended to be representative of the duties performed in positions within this classification. It does not include all the duties that may be assigned to a position and is not necessarily descriptive of any one position in this class.)

Facilitates effective work relationships between other governmental organizations, business community, etc.

Plans and advocates the formulation or modification of agency or major work unit administrative and/or program systems and practices to promote equitable management of human, financial and other resources within the agency.

Facilitates effective work relationships between the agency and other administrative and/or program systems.

Confers with the Mayor on matters pertaining to the Mayor's office and other department's activities.

Controls and coordinates the direction of administrative and/or program functions over a long range planning period to facilitate attainment of program goals; to ensure adherence to administrative directions and to maximize the interaction and delivery of services.

Confers with and advises subordinate personnel to exchange information on and/or explain administrative and program objectives, policies, procedures and standards; and to identify the characteristics and impact of work problems and formulate possible solutions.

Advises Mayor and other city officials on city issues.

Conducts meetings with department heads, other city officials, community leaders and business owners to discuss and resolve issues.

Reviews contracts for city agencies to assure compliance with applicable ordinances.

Attends meetings and functions on behalf of the city and the Mayor.

Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Data Utilization:

Requires the ability to perform upper-level data analysis, including the ability to hypothesize, theorize and assimilate, to modify or adapt existing policies/methods to meet unusual conditions with the context of existing theories and management principles.

Human Interaction:

Requires the ability to direct a major organizational unit requiring significant internal and external interaction.

Equipment, Machinery, Tools and Materials Use:

Requires the ability to operate, maneuver and/or provide simple but continuous adjustment on equipment, machinery and tools such as a motor vehicle, personal computer and/or materials used in performing essential functions.

Verbal Aptitude:

Requires the ability to utilize a variety of reference, descriptive and advisory data and information such as financial statements, technical operating manuals, statutes, procedure guidelines and non-routine correspondence.

Mathematical Aptitude:

Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percent and use descriptive statistics.

Functional Reasoning:

Requires the ability to apply principles of logical or synthesis functions involving planning and directing of interrelated activities or multiple departments. Ability to deal with several concrete and abstract variables in working out approaches to major problems.

Situational Reasoning:

Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the direction, control and planning of an entire program or multiple programs.

Environmental Factors:

Work is normally performed in an office environment under generally safe and comfortable conditions without exposure to adverse environmental conditions.

Physical Requirements:

None.

Sensory Requirements:

Requires the ability to recognize and identify individual characteristics of colors, shapes, sounds and textures associated with job-related objects, materials and tasks.

The City of St. Louis is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of St. Louis will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.