

NEW CASTLE COUNTY GOVERNMENT

Number 0191

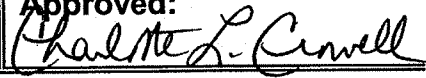
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Date 09/15/05

CLASS SPECIFICATION

Title: STAFF DIRECTOR

Approved:



GENERAL STATEMENT OF DUTIES: Under the direction of the County Executive, Chief Administrative Officer and Deputy Chief Administrative Officer, directs and manages the administrative staff and operations of the County Executive's Office, oversees the daily schedule for the County Executive, and coordinates information flow between the Executive Office and senior county management; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class provides daily management directly to the administrative staff of the Executive Office. The Staff Director also manages the external functions of the County Executive, which includes preparation for and staffing of community events.

EXAMPLES OF WORK (Illustrative Only):

- Maintains an organizational structure and staffing to effectively accomplish the County Executive's goals and objectives;
- Trains, supervises and evaluates the work of administrative staff;
- Ensures the timely and satisfactory completion of work assignments of the administrative unit;
- Oversees all facets of the daily operations of the County Executive's Office;
- Coordinates information flow between the County Executive's Office and other County departments;
- Oversees appropriate distribution and resolution of correspondence and telephone requests;
- Promotes an ongoing attitude of dedication to excellent public service and ensures that external and internal customers are provided with the highest quality of service;
- Operates a data processing terminal, personal computer, and other related equipment in the course of the work.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Ability to supervise and train employees, including organizing, prioritizing, and scheduling work assignments; ability to perform complex tasks and to prioritize multiple projects; ability to foster a cooperative work environment; skilled in employee development and performance management; strong interpersonal skills and the ability to effectively work with a wide range of individuals and constituents in a diverse community; advanced verbal and written communication skills. demonstrated leadership, organizational, and management skills; good knowledge of organizational structure, workflow, and operating procedures.

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CLASS SPECIFICATION

Title: STAFF DIRECTOR

Approved: *Charles L. Fine*

ACCEPTABLE EXPERIENCE AND TRAINING: At least five years of experience in office management including some experience in the legislative arena, and possession of a Bachelor's Degree from an accredited college or university with major course work in business administration, public administration, or related field; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

HISTORY OF REVISIONS:
Established: 09/15/05