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St. Petersburg College
Position Title: Chief of Staff

<u>Pay Schedule</u>	<u>Pay Grade</u>	<u>Classification Series</u>	<u>Classification Title</u>
Administrative & Professional	E	Administrative Services	Chief of Staff

Job Summary for Positions in this Classification

This is the sixth of six levels in the Administrative Services series. The classification is responsible for coordinating the day-to-day communications and activities of the President's office. Responsibilities may include drafting and revising speeches, reports and correspondence; following up on issues and activities; compiling and organizing information; coordinating Board, committee and staff meetings and retreats; preparing agendas; taking meeting minutes; and monitoring a budget. Incumbents supervise lower level Office Services staff.

Position-specific job summary

The Chief of Staff provides a wide variety of professional support to the President. Assignments are received from, carried out for, and reported to the President. This position represents the President's office at meetings when required and appropriate; advises the President, providing extensive professional assistance, project management, and recommendations on College issues; and performs highly responsible management work covering a broad range of college activities.

Typical Essential Duties for Positions in this Classification

<u>These duties are a representative sample; position assignments may vary.</u>		<u>Potential Frequency</u>
1.	Performs a variety of administrative activities in support of the President's office, which include: scheduling and coordinating meetings and retreats, attending meetings, taking minutes, drafting and revising speeches, reports and correspondence.	Daily 40%
2.	Provides advanced administrative and technical assistance for the President or Board, requiring the use of administrative judgment; maintains confidentiality of information.	Daily 20%
3.	Manages the President's calendars; schedules College business meetings and social events; provides related project management support.	Daily 20%
4.	Prepares cost estimates for budget recommendations; submits justifications for budget items; and monitors expenditures.	Daily 10%
5.	Supervise staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and making hiring, termination, and disciplinary recommendations.	Daily 10%
6.	Performs other duties of a similar nature or level.	As Required

Position-specific assignment withing typical essential duties

- May be assigned to coordinate a special project or specific college program through the College president's office.
- Functions as a specialist within an assigned area of responsibility.
- Under the direction of the President will respond with the utmost tact to inquiries and complaints using resourcefulness in seeking solutions to the problems presented from within the college or outside of college activities. Communicates with management, public officials, the general public and college employees in order to receive complaints and inquiries and provide requested information or referral.
- Evaluates specific policies and procedures as directed by the President.
- Prepares comprehensive reports and conducts special assigned research projects.
- Represents the President at department meetings and outside the college as may be designated by the President.
- Assists the President in the research and resolution of designated projects that may arise.
- Exercises considerable judgment in her/his capacity with the responsibility for analyzing policy issues, identifying college-wide impacts and coordinating responses to the President on strategies and alternatives for dealing with the issues.
- Assists the President with correspondence dealing with issues and subject matter in ways that sometimes requires considerable sensitivity, discretion, judgment, or negotiation in replying to inquiries, and/or presenting or requesting information with the public, institutional entities and the media.
- Understands organizational policies and procedures necessary to ensure appropriate decision-making protocols are followed

Educational Requirements*

Bachelor's degree in a related field to assigned area; Master's degree preferred

Experience Requirements*

Five (5) years of management experience, preferably in a highly complex, matrixed organization. This is a professional position requiring extensive experience with legislation, education, and governmental relations, with exceptional analytical and communication skills.

* An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job may be acceptable in lieu of those requirements listed above.

Licensing Requirements

None.

Knowledge, Skills, and Physical Requirements**Knowledge:**

- Supervisory principles and practices;
- Knowledge of modern computer-based research and evaluation practices;
- Office coordination principles and practices;
- Customer service principles;
- English language, grammar, and punctuation;
- Modern office procedures, methods, and equipment;
- Meeting and/or special event scheduling and coordination techniques;
- Recordkeeping principles;
- Basic budgeting principles;
- Computers and related software applications.

Skills:

- Monitoring and evaluating the work of lower level staff;
- Exceptional interpersonal skills and strong managerial ability;

- Ability to interact and influence at the most senior levels of an organization and to work collaboratively across functions, levels and departments toward shared objectives;
- Ability to analyze programs and projects and recommend improvements;
- Managing executive office operations;
- Managing and maintaining calendars;
- Composing a variety of business correspondence;
- Planning, organizing, scheduling, and prioritizing details for meetings, special events, and other related events;
- Preparing and monitoring budgets;
- Maintaining records and files;
- Using a computer and related software applications;
- Communication, interpersonal skills as applied to interaction with subordinates, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.

Physical:

- Positions in this class typically require: reaching, standing, walking, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.
- Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Note

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Last Reviewed: May 14, 2013