



## **TOWN OF SURFSIDE CHIEF OF STAFF**

**DEPARTMENT: EXECUTIVE**

**EXEMPT**

### **GENERAL DESCRIPTION:**

Works under the authority of the Town Manager serves as a crucial coordinator and facilitator within the Town Administration. The primary role is to liaise and collaborate with Department Heads to ensure seamless management and coordination of Town projects or initiatives. Compiles comprehensive reports for the Town Commission, offers valuable insights and updates on ongoing Town activities. Additionally, the Chief of Staff handles various administrative functions, which may include streamlining internal processes, managing budgets, and supporting decision-making processes within the Town Administration. Acts as a liaison to the Town Manager for residents, special interest groups, other agencies and organizations.

### **ESSENTIAL JOB FUNCTIONS:**

1. Carries out Town Manager directives in coordination and collaboration with Department Heads.
2. Performs high level planning, coordination and general administration to support with various Town projects and initiatives.
3. Represents the Town Manager and the Town at various meetings, functions, and events: serves as a liaison to various civic and governmental organizations and committees, taskforces, boards, and commissions; confers regularly with officials from other municipalities, chambers of commerce, authorities, and commissions; provides information about Town operations; participates in discussions and decisions and keeps the Town apprised of such activities.
4. Facilitates Town functions in accordance with Town Ordinances, Town Charter, and all state and federal laws: serves as a liaison between the Town Manager and Department Heads, keeps the Town Manager apprised of departmental activities; assists Departments with resolution of issues requiring the attention of the Town Manager.
5. Prepares Commission items as assigned by the Town Manager, agendas, letters, memos, reports, and other materials as required by the Town Manager for Town Commission and Town Administration's use and dissemination, including determining the frequency and content of status reports, analyzing results, and troubleshooting problem areas.
6. Coordinates grant and legislative affairs efforts on behalf of the Town.
7. Supervises and provides assistance to Community Services and Public Communications Department with special events permits as needed; signs off on final permit as designated by the Town Manager.

8. Manages and oversees various project functions and essential administrative tasks, including processing accounts payable, communicating with Town internal and external stakeholders, and performs other tasks on behalf of the Town, under the guidance and direction of the Town Manager.
9. Serves as a pivotal point of contact, ensuring effective coordination and execution of key initiatives and priorities, while maintaining alignment with the Town Manager's instructions.
10. Acts as the intergovernmental affairs coordinator, representing the Town's interests at all levels of government.
11. Attends Town Commission meetings and other meetings as required.
12. May function in any emergency management role or capacity in the Incident Command System (ICS) to include Logistics, Operations, and Planning.
13. Performs other duties as assigned.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job-related marginal duties as required.)

**MINIMUM QUALIFICATIONS:****KNOWLEDGE, ABILITIES AND SKILLS:**

- Knowledge of public management and best practices at the local, state, and federal level.
- Knowledge of laws, ordinances and regulations related to the municipality.
- Knowledge of municipal finances and administration.
- Ability to express ideas effectively, both orally and in writing.
- Ability to analyze a variety of complex administrative problems to make sound recommendations for their solutions and to prepare working procedures.
- Ability to establish and maintain effective working relationships with other Town officials, employees, and the general public.
- Ability to report to work as directed during an emergency as an essential employee of the Town.
- Ability to plan, supervise and coordinate the work of staff.
- Ability to establish and maintain effective working relationships with elected officials.
- Ability to use computers and have working knowledge of Microsoft Office Suite.
- Ability to obtain, collect, and organize pertinent information required to review contract compliance.
- Ability to handle stressful and physically demanding situations.
- Ability to prepare detailed and comprehensive records and reports.
- Ability to keep records and make reports from such records.
- Ability to input, access, and retrieve data from a computer.

**EDUCATION AND EXPERIENCE:**

Bachelor's Degree in related area. Extensive administrative experience and responsibility including finance, budgeting, administration, project management, problem solving, decision making, or policy formulation / recommendation or equivalent.

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

**LICENSES, CERTIFICATIONS OR REGULATIONS:**

Valid Florida Driver's License.

**ESSENTIAL PHYSICAL SKILLS:**

- Ability to operate a computer.
- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to communicate effectively both orally and in writing.
- Walking.
- Standing.
- Bending.
- Stooping.

**ENVIRONMENTAL CONDITIONS:**

- Works inside.
- Some stressful situations.

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

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Revision History: NEW 07/14/2023; 10/3/2023; 12/29/2023

**This job description does not constitute an employment agreement between the Town of Surfside and the employee. It is used as a guide for personnel actions and is subject to change by the Town as the needs of the Town and requirements of the job change.**

Approved:

Town Manager's Signature:  H.G. 12/29/2023