

## **CHIEF OF STAFF**

### **GRADE: NON-CLASSIFIED**

### **GENERAL DESCRIPTION**

Performs highly advance (senior-level) strategic and tactical direction and support to the Hidalgo County's Sheriff Department in the effective development and attainment of the department's goals and objective. Ensures training, evaluation, and personal development of all department employees. Handle difficult problems or public policy concerns.

### **EXAMPLES OF WORK PERFORMED**

With proper use of privileged, sensitive and confidential information, researches, develops, recommends and analyzes positions, proposals, policies, and programs

Negotiates, mediates, and assists local, state, and federal governments and private entities regarding county related projects

Develops and provides to the media general information and interpretation of policies; requires knowledge and understanding of Texas Open Meetings/Open Records Act

Supervises staff and ensures effective and efficient delivery of services and timely completion of projects

Monitors and analyzes media and public opinions. Develops and recommends responses, programs and positions

Interviews, evaluates and recommends job applicants

Secures and provides critical information to the County Sheriff

Represents County Sheriff in various groups and forums as directed

Researches, addresses, and resolves various internal, external and inter-governmental inquiries, problems and complaints

Researches and composes correspondence and presentations on behalf of the department; makes presentations as required

Oversees, analyzes, advises and assists with all phases of projects and operation

Assist in developing, drafting, and in presenting proposed legislation of interest or benefit to the County

Develop and administer Inter-local contracts/agreements with other governmental entities; ensures compliance with policy and applicable law

Develops and administers Department's Budget

Maintain an understanding of existing and new State and Federal laws and regulations especially pertaining to purchasing, personnel, department operations, and all other relating to County operations

May manage the operations of the department's projects by delegating and reviewing the management and the delivery of services and resources

Manage the development, implementation and oversight of applicable programs and projects

Monitor departmental resources to ensure compliance with operating budgets, project budgets, and applicable policies and laws

Performs related work as assigned

## **GENERAL QUALIFICATION GUIDELINES**

### **Experience and Education**

Minimum of seven (7) years of progressively responsible and related work experience with a minimum of four (4) years of supervisory experience required. Experience in government environment preferred. Graduation from an accredited university or college with a Bachelor's degree in government, public relations, management, law, or other related field; prefer background in one or more of the following fields: Government, Public Relations, Management, Budget Development and Administration, Law, Personnel, or Road Maintenance and Construction. Two (2) years of experience may be substituted for one (1) year of education.

Bilingual preferred (English/Spanish)

### **Certificates, Licenses & Registration**

May require related certifications

### **Knowledge, Skills, and Abilities**

Ability to read, interpret, and accept documents such as safety rules, operating and maintenance instructions and procedure manuals

Ability to complete reports and answer routing correspondence

Ability to apply common sense understanding and direct staff in written, oral or diagram form

Ability to supervise and communicate effectively with staff and the public

Ability to deal with problems involving several concrete variables in standardized situations

Must have experience in office or related work

Must have knowledge of computers and spreadsheets

Must have previous supervisory experience

General knowledge of city, county, and state government is required

Ability to assist the public in person or by telephone

Must have good writing and communication skills

Must be well organized

Ability to work well with others including vendors, department employees, elected officials, and departments heads

Ability to utilize wide discretions and independent judgment/decision making in compliance with the policies of the County

Understand the laws of the state of Texas and consistent with the independent beliefs and positions of the County's Elected official

Ability to use computers and communication devices while out in field

Understanding of budgeting and planning

Employee may be assigned other duties in addition to those listed; duties may change according to the changing needs of the County

### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over 25 pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

## **SAFETY REQUIREMENTS:**

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the Hidalgo County Accident Prevention Plan and department's safety regulations

