

## COUNTY BOARD CHIEF OF STAFF

### FUNCTION OF THE JOB

Under direction, to manage and coordinate the administrative and legislative services provided by the Office of the County Board Chair; to provide research and recommendations to the County Board on legislative matters; and to perform other duties as requested.

### CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. On behalf of the Legislative Branch of Waukesha County's Government, investigates actions, initiatives, and proposals for determinations of governmental soundness, policy conformance, alternatives, cost savings and effectiveness.
2. Manages the Office of the County Board, including budget preparations and directs supervision of administrative and legislative staff of the Office of the County Board Chair and handles any personnel concerns with the staff.
3. Directs and conducts research and special project studies for the County Board on a variety of legislative initiatives and policy issues.
4. Formulates, develops, and presents policy recommendations, forecasts, planning proposals, summaries, final reports, and proposed legislation to the County Board and its committees.
5. Serves on various administrative study and technical work groups as a representative of the interests of County Board legislators.
6. Develops, coordinates, and implements administrative procedures for the support and legislative staff of the Office of the County Board Chair.
7. Acts as the liaison between the County Board Chair's Office and the Office of the County Executive in the processing of communications or procedural matters.
8. Coordinates the County's legislative efforts in cooperation with area legislators, local units of government, and special interest groups.
9. Analyzes, evaluates, and drafts changes to the sections of the Waukesha County Code of Ordinances pertaining to the County Board or its operations.
10. Assists in public and media relations as needed; responds to in-person and written inquiries by the public; prepares press releases.
11. Establishes and maintains effective public and working relationships with County staff, elected officials, other units of government, community organizations, and the general public.
12. Performs other duties as required.

### QUALIFICATIONS

#### Essential Knowledge and Abilities

1. Thorough knowledge of the function and services provided by the Office of the County Board Chair.
2. Comprehensive knowledge of supervisory principles and practices.
3. Comprehensive knowledge of the role and scope of county government in the delivery of services through the various departments.
4. Comprehensive knowledge of the legislative process and the organization of state and county government.
5. Considerable knowledge of survey, research, and statistical methods and techniques.
6. Considerable knowledge of various methods of verbal, written, and audiovisual presentation.
7. Considerable knowledge of capital project and strategic planning principles and procedures.
8. Working knowledge of computerized department program software, internet access, and database,

## QUALIFICATIONS

### Essential Knowledge and Abilities (continued)

- spreadsheet, and word processing programs.
9. Ability to utilize word processing, database, and spreadsheet software programs.
  10. Ability to assist in planning, organizing, and coordinating projects with input from numerous agencies and individuals.
  11. Ability to objectively analyze and interpret complex and detailed data and materials and to prepare recommendations.
  12. Ability to communicate clearly and concisely, both orally and in writing.
  13. Ability to perform technical research work and to make comprehensive written and oral recommendations and reports.
  14. Ability to establish and maintain effective working relations with employees at all levels within the County, elected officials, and the public.
  15. Ability to effectively interact with sensitivity with persons from diverse cultural, socioeconomic, educational, racial, ethnic, and professional backgrounds, and persons of all ages and lifestyles.

### Training and Experience

1. Graduation from a recognized college or university with a bachelor's degree in public or business administration, management, planning, communications, or a closely related field.
2. Three (3) years of responsible professional work experience in administrative, programmatic, legislative, policy, or procedural research, analysis, evaluation, or planning, preferably in the public sector.
3. A master's degree in an area listed above may substitute for one year of the required work experience.