

Chief of Staff

The Chief of Staff will work vertically, with responsibilities that span high-level strategy down to business operations tasks. The Chief of Staff will be a strategic partner to the Town of Eatonville's leadership and report to the CAO.

Major Duties and Responsibilities

- Oversee, manage, and lead programmatic initiatives and the daily operations of the organization and collaborate with department leadership to ensure strategic alignment with the mission, goals, and objectives of the Town.
- Lead, manage, and oversee personnel, training, CRA budget, CRA contract administration policies and procedures, as well as, information technology, facilities, equipment, and logistics to foster successful achievement of the Town's mission.
- Oversee strategic resource planning, and CRA budget decisions.
- Oversee and facilitate human resources planning and personnel actions and work closely with Human Resources (HR) to plan, implement, and monitor actions and new HR initiatives.
- Manage and coordinate tasking responses, work activities, assignments, and projects internal to the organization, within and across the Town, ensuring the effective completion of initiatives and requirements.
- Oversee and manage organizational action processing, standard operating procedures and processes, file maintenance and record-keeping, morale, and welfare activities.
- Manage Town's communications ensuring workforce awareness and organizational programs, initiatives, requirements, training, and other opportunities; facilitate two-way communications between workforce and leadership.
- Liaise and maintain effective working relationships with Town Council, Chief Administrative Officer, and departmental leadership within the Town to address issues that span multiple mission or program areas.
- Manage and execute internal business management processes for the Town; ensure management and staff are kept abreast of emerging developments.
- Duties will include supporting and or serving as the Community Redevelopment Agency's Administrator.

Mandatory and Educational Requirements

- Superior organizational, managerial, and leadership skills, including ability to effectively manage the professional development of staff employees.

- Knowledge of municipal budgetary process, personnel regulations, contract regulations, and resource allocation policies and procedures.
- Strategic and tactical planning, critical thinking, and analytical skills in order to propose innovative solutions and implement change with resourcefulness and creativity.
- Ability to coordinate, network, and communicate across Government agencies.
- Oral and written communication skills, including the ability to clearly convey complex information to audiences of all levels.
- Superior ability to work effectively with teams, build and sustain professional relationships, exert influence effectively at all levels.
- Superior ability to plan, organize, schedule, and prioritize the organizational staff workload.
- Ability to establish goals, manage workflow, and identify professional development needs for employees.
- Leadership skills and training consistent with organizational direction to develop and value a workforce representing a wide spectrum of diverse backgrounds.
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Required skills and qualifications.

- Five or more years of experience in municipal management.
- Experience in organizing and directing multiple teams and departments.
- Experience in planning and leading strategic initiatives.
- Excellent written and verbal communication skills.
- Versatile abilities and extreme dedication to efficient productivity.

Preferred skills and qualifications

- Bachelor's degree (or equivalent experience) in business administration or similar field.
- Experience in data analysis and budget management.
- Experience in operations management.
- Nimble business mind, focused on developing creative solutions.
- Strong project-reporting skills, with focus on interdepartmental communications.