

JOB TITLE:**GRADE: M-38****CHIEF OF STAFF/BUSINESS ADMINISTRATOR – DEPARTMENT OF ADMINISTRATION****GENERAL STATEMENT OF DUTIES:**

This is a senior, cabinet-level position that serves as the City's Chief Administrative, Chief Fiscal and Chief Operating Officer in the City government of Pennsylvania's Capital City, which exists as a strong-Mayor form of government under the Optional Charter provisions of the Pennsylvania Third Class City Code, in which the Mayor is the full-time Chief Executive Officer. This position oversees the day-to-day operation of all City departments and offices and is responsible for developing, implementing and insuring compliance with City policies and regulations. This is the top-appointed position in the City Government and this individual reports directly to the Mayor. This is a management, FLSA-exempt position.

JOB LOCATION/EQUIPMENT:

The Reverend Doctor Martin Luther King, Jr. City Government Center, Suite 304A, 10 North 2nd Street, Harrisburg, PA. Duties are typically performed weekdays from 8:00 a.m. to 5:00 p.m.; however, this position requires twenty-four hour daily availability, and may include evening, weekend and occasional holiday duties. Work involves the use of various machines such as personal computer and printer, copy machine, fax machine, telephones and other technological devices as necessary or required.

ESSENTIAL FUNCTIONS:

Conducts the business affairs of the City of Harrisburg. Works with Department and Office Directors to plan, organize, coordinate, evaluate and implement all programs and activities for the various City operations. Develops City-wide policies dealing with operational matters. Directs the implementation and enforcement of all policies, ordinances and regulations. Directs the preparation of and monitors the City's budget. Acts as Chief Negotiator for the City's three labor union contracts. Conducts Labor/Management Meetings with the City's three labor union groups. Hears labor union grievances at the final step. Resolves inter-departmental problems. Insures that health and safety concerns are addressed. Plans, organizes and directs the activities of the Bureaus of Financial Management, Human Resources, Operations and Revenue and Information Technology. Represents the Mayor at public and staff meetings as directed. Represents the City with outside agencies and officials as directed by the Mayor. Represents the Administration at City Council budget hearings. Serves on the City of Harrisburg Police Pension Board and on other Boards and Commissions as directed by the Mayor. Serves as the Mayor's back-up on the City's Emergency Management Team. Usually serves as Acting Mayor in the absence of the Mayor. Reviews and approves personnel changes, budget transfers and override requests. Approves all bid specifications and contracts.

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ESSENTIAL FUNCTIONS (CON'T):

Maintains regular, punctual and predictable attendance. Reports to work and remains at work in a productive condition, which includes not being under the influence or impaired by the use of alcohol and/or drugs. Establishes and maintains an effective working relationship with the Mayor, co-workers and the general public. Completes all assignments in an efficient, consistent and timely manner.

NON-ESSENTIAL FUNCTIONS:

Directs the activities of health care and pension consultants and of outside attorneys retained to represent the City in all Labor-related and personnel-related litigation. Addresses citizen complaints as referred from the Mayor's Office and from the offices of other elected officials. Provides statistical and operational reports as requested by various City Authorities. Conducts employee training and public meetings on issues of City-wide importance. Advises and provides City Council members and committees with information and guidance in the development of City legislation related to the Department of Administration.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Comprehensive knowledge of the principles and practices of public administration.
- Thorough knowledge of municipal government operations.
- Thorough knowledge of City programs, problems and resources available to solve problems.
- Thorough knowledge of the principles underlying the laws and regulations of the City.
- Ability to organize and coordinate the efforts of City departments with other governmental and private agencies to accomplish the City's goals and objectives.
- Ability to analyze a variety of administrative, operational, fiscal and social problems and effect resolutions.
- Ability to develop operational procedures.
- Ability to express ideas effectively, both orally and in writing.
- Ability to maintain harmonious and effective working relationships with employees, elected officials and the general public.

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QUALIFICATIONS:

Considerable experience in municipal administration, including experience as a Department Director or Deputy Department Director. Bachelor's Degree in Public or Business Administration, Finance or related field, plus three year's experience in municipal government; a Master's degree and experience working in local government preferred; four year's experience in a supervisory capacity with progressive financial responsibilities is required; or any equivalent combination of experience and training which provides the knowledge, skills and abilities needed to perform the Essential Functions of the position. A Valid Pennsylvania driver's license, class C, or equivalent.

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