



CHIEF OF STAFF

JC: 000339

PB: N08

FLSA: Exempt

BU: 91 (NR)

Created: September 2021

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under general direction, serves as the principal assistant to an assigned executive; provides professional level administrative, operational, policy and strategy development support; handles the more complex and sensitive administrative and public relations assignments in the executive office; acts as a confidential representative of the assigned executive; performs high level analytical research and planning duties related to organizational and workforce planning, including assisting with managing activities related to the collective bargaining process; facilitates discussions with other BART departments regarding areas of mutual interest; and performs related duties as assigned.

CLASS CHARACTERISTICS

This administrator classification reports to a BART executive and is responsible for providing professional level administrative, operational and policy support. Only one such position may be allocated per executive office. Classifications at this level typically independently represent the organization, are subject matter experts possessing highly specialized knowledge, skills, abilities and experience and are responsible for a specialty program area that has a major impact on the organization. This classification is distinguished from management classifications in the department in that the former is responsible for providing highly professional support and consultation to an assigned executive on operational and policy matters, whereas the latter are responsible for administering the overall operations of the executive office.

REPORTS TO

Assistant General Manager or executive assigned to lead an executive office

EXAMPLES OF DUTIES – *Duties may include, but are not limited to, the following:*

1. Provides highly analytical and confidential support to an assigned BART executive on a wide range of matters, including coordinating, managing and/or tracking policy and program development and strategic planning processes.
2. Represents assigned executive in discussions with other departments regarding areas of mutual interest; assists in anticipating and addressing operational and political roadblocks that may arise from areas of intersection between assigned department and other BART departments.
3. Coordinates the flow of information to the executive's office as required for policy and operational decisions; may supervise the Executive Assistant assigned to the executive office.

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4. Assists in tracking and managing issues and requests that arise out of the collective bargaining process; coordinates and/or facilitates discussions with the Labor Relations Department regarding a wide range of employee and union matters.
5. Identifies issues and sources of potential difficulties in department management and operations; develops and evaluates alternatives for action and/or solutions to operational issues; develops internal relationships as necessary.
6. Plans and conducts a variety of special administrative projects and studies.
7. Conducts and/or directs the research, analysis, and preparation of executive reports, summaries and/or proposals.
8. Coordinates the production of various documents and other written materials for the Board of Directors and internal and external stakeholders.
9. Analyzes proposed legislation and reviews analyses prepared by others; evaluates the impact upon Department operations and drafts policy and procedural recommendations as required.
10. Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of public administration and public policy development
- Practices and techniques of administrative analysis and report preparation
- Functions, organization, and activities of local, state, and federal government agencies and related community organizations
- Public budgeting and financing
- Principles and practices of public relations and public information

Skill in:

- Planning and conducting complex and sensitive administrative and operational studies
- Identifying management and operational issues, investigating and evaluating alternatives and implementing effective solutions
- Interpreting, explaining, and applying complex policies, regulations, and procedures
- Organizing and prioritizing work and meeting critical deadlines
- Exercising sound independent judgement within established policies and guidelines

MINIMUM QUALIFICATIONS:

Education

Possession of a Bachelor's degree from an accredited college or university in Business Administration, Public Administration or a closely related field.

Experience

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The equivalent of four (4) years of full-time professional level experience in public policy development, program administration or a related field, which must have included at least one (1) year of lead and/or project management experience.

Substitution

Additional experience as outlined above may be substituted for the education on a year-for-year basis.

WORKING CONDITIONS

Environmental Conditions

Office environment; exposure to computer screens.

Physical Conditions

May require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time.

BART EEO-1 Job Group: 3500 – Professionals
Census Code: 0710 – Management Analysts
Safety Sensitive: No