DEPUTY CHIEF OF STAFF

DEFINITION: Under general supervision of the Chief of Staff, the Deputy Chief of Staff supports the coordination of county general government operations, assists in the implementation of strategic initiatives, and serves as a liaison to internal and external stakeholders. This position plays a key role in advancing the priorities of the County Mayor and providing project management support across departments.

ESSENTIAL FUNCTIONS: (Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, physical requirements, knowledge, skills, abilities, and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.)

This is a Fair Labor Standards Act defined Exempt Position - Exempt positions are excluded from minimum wage, overtime regulations, and other rights and protections afforded nonexempt workers. The employee in this position is paid a salary rather than an hourly wage for this position. FLSA does not limit the amount of work time an employer may require or expect from any exempt employee, on any schedule. Hamilton County Government expects an employee in this position to complete the work assigned regardless the amount of hours involved in completing the tasks assigned.

TASKS:

- Supports the Chief of Staff in providing leadership and coordination across County departments and initiatives.
- Assists with project planning, execution, and oversight of key initiatives of the County Mayor.
- Serves as a liaison with County Commissioners, elected officials, and community stakeholders as assigned.
- Prepares reports, presentations, talking points, and policy summaries for the County Mayor and Chief of Staff.
- Coordinates communications and collaboration between departments to ensure alignment with County-wide goals.
- Tracks and monitors progress on departmental initiatives and provides regular updates to the Chief of Staff.
- Represents the Chief of Staff in meetings and events, as directed.
- Responds to constituent inquiries and facilitates resolutions in coordination with appropriate departments.
- Assists in the preparation of grant applications, funding proposals, and legislative documents.
- Conducts research and policy analysis to support decision-making and program development.
- Performs other duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER CHARACTERISTICS:

Knowledge of local government structure, functions, and administrative operations.
Knowledge of project management principles and strategic planning.
Skill in written and verbal communication, including preparation of briefings, reports, and correspondence.
Skill in and proficiency with Microsoft Office Suite and general office technology
Ability to build relationships with elected officials, department leaders, community groups, and the general public.
Ability to multitask and manage competing deadlines in a fast-paced environment.
Ability to analyze issues, develop recommendations, and implement solutions.
Strong attention to detail and commitment to public service.

MINIMUM QUALIFICATIONS:

A Bachelor's Degree in Public Administration, Political Science, Business Administration, or a related field and five (5) years of progressively responsible direct work experience in an administrative or management role. A valid driver's license is required.

PREFERRED QUALIFICATIONS:

A Master's Degree in Public Administration, Political Science, or Business Administration is preferred.
Five (5) years of progressively responsible direct work experience in an administrative or management role in a governmental or public service setting is preferred.

PHYSICAL REQUIREMENTS:

Work requires public contact, frequent use of computer and telephone, and regular travel within the county. Some evening or weekend work may be required.

ADDITIONAL INFORMATION:

Deputy Chief of Staff – continued

This job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

This position is deemed essential during inclement weather situations and must report to or remain at work, even when administrative closings are announced, as determined by the Department Head

All positions within Hamilton County Government are considered work **in-person** and require regular and punctual attendance.

All positions within Hamilton County Government may require work on Holidays or weekends. Additionally, irregular hours and shift work may be required, including possible extension of shift hours, at times with short notice.

AN EQUAL OPPORTUNITY EMPLOYER
Hamilton County does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or the provision of services. A copy of Hamilton County's Equal Employment Opportunity Plan (EEOP) & Utilization Report is available on the County's Equal Employment Opportunity (EEO) Office home page.
https://www.hamiltontn.gov/Department_EqualEmploymentOpportunityOffice.aspx

Prepared by: TM
Reviewed by: CM
HR Review by: CP 4.22.2025