

SOUTH JERSEY TRANSPORTATION AUTHORITY

POSITION DESCRIPTION

POSITION: Chief of Staff **DEPARTMENT:** Executive
NAME: _____ **DATE:** May 2013
REPORTS TO: Executive Director **SALARY RANGE:** 9 (Exempt)

JOB SUMMARY: Highly responsible administrative and managerial work in planning, organizing, and directing Authority Departments and/or Divisions and a variety of specialized Authority projects and functions, analyses and preparation of reports, and other tasks as may be assigned by the Executive Director. This position is part of the Authority's Executive Management Team responsible for high level planning and strategic implementation.

Job Responsibilities:

- Carries out directives from the Executive Director
- Supports and partners with the Deputy Executive Directors, Directors, and Managers to carry out the Executive Director's directives
- Manages the Authority's internal and external legal counsel related to all legal matters to develop recommendations and courses of action.
- Represents the Executive Director in dealings with the Federal Government, Governor's Office and his/her cabinet, the NJ Legislature, and other elected officials as necessary.
- Deals with the public in handling various complaints and/or requests
- Resolves or assists in the resolution of citizen complaints
- Reviews and responds to or makes recommendations concerning incoming correspondence, memos, reports and other materials
- Prepares presentations to the Board of Commissioners, patrons, other memos and reports
- Represents the Executive Director before Committees, Boards, Citizen Groups and other agencies and/or organizations
- Confers with and advises Department and Division Heads in outlining and implementing plans for functions delegated by the Executive Director.
- Responsible for the general administration, staff assignments etc of the Executive Director
- Performs related tasks as required

Knowledge and Abilities

- Comprehensive knowledge of public management and organization theories, principles, practices and techniques at the local, state, and federal level; thorough knowledge of the organization, function, and methods of operation of the Authority's legislative and executive staff and departments
- Thorough knowledge of the statutes and regulations of the SJTA

Knowledge and Abilities Continued:

- Ability to motivate staff and departments under his/her leadership
- Ability to analyze a variety of complex administrative problems to make sound recommendations for their solutions and to prepare working procedures
- Ability to express ideas effectively, both orally and in writing
- Ability to establish and maintain effective working relationships with other Authority officials, employees and the general public
- Ability to plan, supervise and coordinate the work of staff

Supervisory Responsibilities

- Plans, organizes, directs, controls and coordinates the activities of a variety of Authority staff/functions as directed by the Executive Director
- Directly supervises the Human Resources Manager, Manager of Community relations, and Internal Compliance Officer.

Physical Requirements:

- Ability to work indoors at a desk for extended periods of time
- Ability to work outdoors traveling to other job sites as needed
- Ability to lift and carry 10-20 pounds as needed.
- Listen, talk, interact, and effectively communicate with other employees, supervisors and outside contacts
- Standing and/or sitting for extended periods of time
- Use of phone and/or computer for extended periods of time
- Bending, reaching and twisting in the performance of daily job functions
- Seeing, reading, writing, utilizing a computer keyboard, mouse and other computer implements
- Ability to work a set schedule consistent with job and/or business needs

Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

Qualifications:**Education:**

- Bachelors Degree in Business, Political Science, Public Administration and/or related field.

Experience:

- Two years' experience in administration and management of transportation projects or programs including budgeting, administration, and project management.
- Experience can substitute for education on a year-for-year basis.

Disclaimer: This job description is not intended, nor should it be construed to be an exhaustive list of all responsibilities, duties, skills, or working conditions associated with a particular job. It is intended to be only a general description of the principal requirements common to a position of this type.