**Chief of Staff II Standard Job Description**

**Classification Title:** Chief of Staff II

**FLSA Exemption Status:**Exempt

**Pay Grade:** 21

**Job Description Summary:**

The Chief of Staff II provides advanced direct administrative support to leadership to include providing advice and information, acting as senior administrator for the unit, leading a management team, acting as liaison to leadership, and overseeing event coordination.

**Essential Duties and Responsibilities:**

**30% Senior Administration and Leadership**

* Establishes priorities for the unit.
* Identifies important issues and develops policy recommendations and actions.
* Represents leadership in meetings and on committees.
* Facilitates meetings, prepares agendas, and ensures follow-up to implement decisions.

**20% Staff Supervision and Support**

* Supervises assigned staff.
* Addresses complex and sensitive problems related to staff and operations.
* Provides direct administrative support to leadership.

**10% Budget and Program Oversight**

* Oversees the preparation and administration of the budget, policies, and programs for major departments.
* Monitors strategic goals and initiatives to ensure alignment with budgetary constraints.

**10% Research, Analysis, and Decision Support**

* Researches and provides substantive and analytic information.
* Advises leadership on decision-making through data and analysis.

**5% Event Coordination**

* Oversees event coordination for the unit.
* Coordinates logistics, resources, and schedules for unit events.

**5% Strategic Planning and Implementation**

* Implements strategic goals and priorities for the unit.
* Monitors and evaluates initiatives, offering analysis and developing solutions to problems.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Qualifications:**

**Required Education:**

* Bachelor’s degree or any equivalent combination of education and experience.

**Required Experience:**

* Ten years of related experience.

**Required Licenses and Certifications:**

* None

**Required Knowledge, Skills, and Abilities:**

* Ability to multitask and work cooperatively with others.
* Knowledge of database, spreadsheet, presentation and word processing software.
* Oral and written communication skills.
* Ability to plan and organize effectively.

**Additional Information:**

**Machines and Equipment:**

* Computer
* Telephone

**Physical Requirements:**

* None

**Other Requirements and Factors:**

* This position is security sensitive
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU policies, regulations, rules and procedures
* All tasks and job responsibilities must be performed safely without injury to self or others in compliance with System and University safety requirements

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[x]  **Yes**

[ ]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**