## **Chief of Staff**

• Responsible for the implementation of the vision of the County Executive

# **Development and management of Message**

- Chief spokesman for County Executive
- Oversee Communications staff
- Facilitate development of plan for communicating message

# **Supervision of office staff**

- Planning and creation of management plan
- Oversee daily duties of office staff

#### **Relations with cabinet**

- Oversee communications from/to CE
- Supervise attainment of expectations

### Relations with legislative branch

- Oversee communications from/to CE
- Supervise staff assigned to board

### **Schedule**

- Supervise scheduler
- Set policy for scheduling
- Oversee schedule

### Other duties

- Responsible for helping CE adapt work with other parts of life
- Responsible for the overall status of the CE