

Job Title: Deputy Chief of Staff for Policy

Department: Board of Commissioners **Reports To:** Chief of Staff, Board of Commissioners

Location: [DeKalb County] **FLSA Status:** [Exempt/Non-Exempt] **Salary Range:** \$120,000 - \$150,000

Position Summary

The Deputy Chief of Staff for Policy serves as a senior leader within the Board of Commissioners (BOC) office, reporting directly to the Chief of Staff. This role is responsible for overseeing the Policy Analyst team and providing strategic guidance on legislative and policy matters. The Deputy Chief of Staff for Policy plays a critical role in shaping, implementing, and evaluating policy initiatives that support the Commission's priorities and enhance operational effectiveness across departments.

Key Responsibilities

- Supervise and manage the Policy Analyst team, ensuring high-quality research, analysis, and policy development.
- Advise the Chief of Staff and Commissioners on policy issues, legislative strategy, and emerging trends.
- Serve as a senior advisor on strategic priorities and policy matters, contributing to long-term planning and decision-making.
- Act as a liaison with legislative partners, including local, state, and federal agencies, to advance the Commission's legislative agenda.
- Provide leadership and coordination of legislative and policy initiatives, ensuring alignment with Commission goals.
- Support the Chief of Staff in planning and prioritizing the activities and policies of the BOC office.
- Collaborate with internal and external stakeholders to achieve Commission objectives and foster interdepartmental cooperation.
- Lead policy research, development, and implementation efforts; analyze policy proposals and recommend improvements.
- Consult with district staff and policy personnel to ensure consistent implementation of Commission priorities.
- Coordinate with the Chief of Staff to support operational efficiency and align departmental efforts.

Essential Functions

- Manage, direct, and evaluate assigned staff; oversee work schedules, performance appraisals, and professional development.
- Organize, prioritize, and assign work to ensure timely completion of objectives; monitor progress and provide technical guidance.

- Review and manage all phases of policy papers; assess content for relevance and accuracy; recommend modifications to reflect current priorities and standards.
- Ensure that policy documents meet criteria established by management and support strategic goals.
- Assist in developing and implementing long- and short-term departmental plans, goals, and objectives.
- Evaluate the effectiveness and efficiency of departmental activities; revise policies, procedures, and programs as needed.
- Research and develop strategies to meet current and future policy needs.
- Assist in the development and administration of the department budget; monitor expenditures and prepare invoices.
- Attend meetings and represent the Board of Commissioners in delivering policy updates and information to stakeholders.

Scope of Role

This is a senior leadership position within the Board of Commissioners office. The Deputy Chief of Staff for Policy plays a pivotal role in shaping the policy landscape of the County and ensuring that the strategic vision of the Commission is effectively translated into actionable initiatives.

Qualifications

- Bachelor's degree in Public Policy, Political Science, Public Administration, or a related field (Master's preferred).
- Minimum of 7 years of experience in policy development, legislative affairs, or public administration, including supervisory experience.
- Strong analytical, communication, and leadership skills.
- Proven ability to manage complex projects and lead cross-functional teams.
- Experience working with elected officials and legislative bodies is highly desirable.