**Chief of Staff**

**Draft Role Description**

**Revised 6/28/2022**

Purpose

As the Regional Forester’s Chief of Staff, this role is the point person that ensures executive-level prioritization, action and deployment of resources, including accountability for accomplishment of the Strategic Plan.

Background

The Southwestern Region’s executive leadership personnel is comprised of two Deputy Regional Foresters, 11 Forest Supervisors and nine Regional Directors. Executive leadership supervise more than 2000 permanent employees, all guided by the Region’s 20-year Strategic Plan. The breadth of issues and activity involved with the Region’s executive-level personnel demands coordination on behalf of the Regional Forester.

Scope

The scope of the Chief of Staff (CoS) covers the following areas:

* The executive-level personnel interaction with the RF and the governance that enables decision-making among them
* RF’s monitor of the Region’s performance and accountability in relation to the Strategic Plan
* RF communications with Regional workforce, the Region’s constituents, and the WO

The CoS oversees the schedule of the RF, ensuring that interactions are timely and effective. Additionally, the CoS manages the Region’s governance at the highest level to ensure the appropriate configuration, chartering, and performance. This role represents the RF in any internal or external forum, at the RF’s behest. The CoS monitors the Region’s work to ensure that it is aligned with and driving the Strategic Plan. The CoS oversees the RF’s communications in cooperation with the ELT and OCE.

Authority

This position is authorized by the Regional Forester and acts as the RF’s right hand. In situations that the RF designates, the CoS represents the RF with the same authority of that position.

Skills/Experience/Capabilities

The CoS position requires strong leadership, organizational, and problem-solving skills to appropriately identify emerging needs as well as prioritize daily and long-term operations of the Region. This position also requires governance aptitude, both in assessing and revising to meet the need. The suite of advanced oral and written communication skills is imperative. Other capabilities include project planning and expert-level convening and facilitation skills.

Operations/Procedures

[To be written: the CoS stance is more about stability, process, standards.]

Performance Assessment

[To be written: specific performance measures based on objectives evaluated.]

Role Grade & Series: GS301/14 Program Specialist