

The Office of the District of Columbia Auditor is pleased to announce the following job opening:

<b>Announcement No:</b>	DCA-04-19	<b>Position:</b>	Chief of Staff (ES-8/9)
<b>Opening Date:</b>	2/28/19	<b>Closing Date:</b>	Open Until Filled
<b>If "Open until filled," First Screening Date:</b>	3/6/2019	<b>Salary Range:</b>	Grade 8 (\$97,434 to \$146,152) Grade 9 (\$109,614 to \$164,421)
<b>Location:</b>	717 14th Street, NW, Suite 900, Washington, D.C. 20005	<b>Work Schedule:</b>	8:30 AM - 5:00 PM
<b>Promotion Potential:</b>	To Grade 9	<b>Area of Consideration:</b>	Open to Public
<b>Type of Appointment:</b>	Excepted Service (Domicile Requirement)	<b>No. of vacancies:</b>	1

**This position is not in a collective bargaining unit.**

**All applicants must submit (1) an employment application with responses to the ranking factors, as applicable, and (2) a resume. Resumes submitted without an application will not be considered. Applications submitted without a resume will not be considered.**

**DOMICILE REQUIREMENT:** An appointee to the Excepted Service is **required** to be domiciled in the District of Columbia at the time of his or her appointment or become a domiciliary of the District of Columbia within 180 days of appointment and shall maintain such domicile during the period of appointment. (D.C. Official Code §§ 1-609.06(a) and 1-610.59; and 6 DCMR B 305.)

**Brief Description of Duties:**

The Office of the District of Columbia Auditor (ODCA) seeks a highly qualified Chief of Staff who serves as chief operating officer for the agency. The Chief of Staff serves on the management team and supervises the administrative and information technology staff. The incumbent provides guidance and advice to the D.C. Auditor on the full range of agency operations.

The incumbent participates in decision-making on the annual audit work plan as well as procurement, business processes and office policies. The incumbent manages or supports agency initiatives as directed by the Auditor and:

- Initiates and assists in identifying emerging issues, implications and options to improve the operations of the agency and to help the Office meet its mandate and objectives. Assists the D.C. Auditor and coordinates budget planning and implementation with the senior financial auditor.
- Performs agency-wide organizational reviews and recommends organizational changes to improve ODCA's ability to fulfill its mission and goals.
- Exercises delegated authority to oversee or coordinate information technology and human resources and has specific responsibility for office space, leasing, renovations, facility

improvements, lease and purchases of equipment, and other issues that affect the operations of the agency.

- Supervises human resources, information technology, and other administrative staff.
- Performs other duties as assigned including serving on audit teams and other special projects.

**Educational Requirements:** Graduation from an accredited four-year college or university with a bachelor's degree; or an equivalent combination of education and experience at the respective grade level.

**General Experience:**

Successful incumbents for the ES-8 and ES-9 Chief of Staff position will have the following required skills:

- Experience and skills in directing staff and/or managing a program to ensure the mission and goals are met;
- Demonstrated skill in problem-solving and negotiation strategies.
- Excellent organization, writing, and communication skills; and
- Ability to meet deadlines and work well under pressure. Ability to multi-task and manage multiple projects.

**ES-8**

The successful incumbent for the ES-8 Chief of Staff position will have a minimum of five (5) years of relevant work experience in public administration, administrative operations and/or public policy.

**ES-9**

The successful incumbent for the ES-9 Chief of Staff position will have a minimum of seven (7) years of relevant work experience in public administration, administrative operations and/or public policy and a demonstrated mastery in managing staff and providing leadership in a team-based environment, securing support and cooperation of supervisees and management.

The successful incumbent for the ES-8 and ES-9 Chief of Staff position also will have three or more of the following preferred skills:

- Experience working in the District of Columbia government.
- Knowledge of IT systems.
- Experience supervising staff and/or managing a program.
- Experience drafting policies and procedures.
- Experience coordinating a training program.
- Knowledge of government ethics.
- Familiarity with conducting audits, investigations, or inspections.

**COMPETENCIES REQUIRED (ES-8 and ES-9)**

**Leadership.** Creates and nurtures a culture that supports efforts to realize the District government's mission and accomplish its goals. Inspires, motivates, guides others, and partners with others to ensure goals are met.

**Personal accountability.** Operates with transparency and exemplifies integrity. Demonstrates personal responsibility for the completion of work assignments as prescribed. Leverages experience and effective problem solving to overcome hurdles.

**Communicates effectively.** Demonstrates openness, candor, and respect, in communicating with colleagues. Presents ideas and information verbally and in writing in a clear, concise, and readily understood manner.

Operates Collaboratively. Is open, courteous, and collegial. Solicits and values input and participation from colleagues. Recognizes and believes in the importance of teamwork.

**Additional Competencies Required for ES-9**

Project Management. Exercises project management and leadership skills to manage projects to produce the highest quality outcomes efficiently and within appropriate time frames.

Operational & Strategic Planning. Contributes to the development, execution, and assessment of the agency's operational needs so that the agency can achieve its goals and mission each year. Displays a keen awareness of and attention to short and long-term goals, stakeholder interests, and exploring opportunities for cross-agency collaboration.