

# **DIOCESE OF DAVENPORT POSITION DESCRIPTION**

## **CHIEF OF STAFF**

### **BASIC FUNCTION**

### **EXEMPT POSITION**

The Chief of Staff coordinates the internal operations and administrative affairs of the Diocese, implements directives of the Bishop, ensures that the members of the curia properly fulfill the office entrusted to them and nurtures positive relationships with all these staff.

The Chief of Staff works closely with the Bishop and other curia staff members on various projects as assigned or requested by the Bishop. The Chief of Staff serves on various Boards and Committees of the Diocese of Davenport as outlined below.

When the Bishop is the Moderator of the Curia, the Chief of Staff may assume some of the duties of the Moderator.

### **ORGANIZATIONAL RELATIONSHIPS**

#### **A. Line**

Responsible to the Bishop for the successful performance of assigned duties.

#### **B. Lateral**

1. Assists and coordinates with the following diocesan personnel in delivery of services:
  - Vicar General
  - Chancellor
  - Judicial Vicar
  - Chief Financial Officer
  - Director of Communication
2. Assists with the ministries of the Deans and Consultors, Diocesan Presbyteral Council, Diocesan Pastoral Council, Diocesan Review Board, Propagation of the Faith, and the Priestly Life & Ministry Committee

#### **C. Staff**

Responsible for supervision and evaluation of:

- Director of the Diaconate
- Director of Faith Formation
- Director of Social Action
- Director of Stewardship and Parish Planning
- Director of Technology
- Superintendent of Schools
- Staff Support Coordinator
- Executive Secretary in conjunction with the Bishop and the Vicar General
- Victim Assistance Coordinator
- Safe Environment Coordinator

## **SPECIFIC DUTIES AND RESPONSIBILITIES**

- A. Facilitate and coordinate the development of overall mission statements, goals, objectives, strategies and policies in the connection with the Diocesan Directors for the successful implementation of the overall diocesan mission.
- B. Attend meetings of the Diocesan Directors. Meet regularly with curia staff. Participate in the preparation of budgetary and other reports. Review monthly financial statements, budgets and operating plans with Diocesan Directors and the Chief Financial Officer.
- C. Ensure that all communication for the Diocese of Davenport are professional and accurate.
- D. Assist the Vicar General in the supervision of civil legal work of the Diocese.
- E. Serve as liason with the Bishop and Vicar General on sexual misconduct/abuse cases.
- F. Attend any other meetings necessary for the work of the Diocese of Davenport.
- G. Perform other duties as needed or assigned by the Bishop.

## **STANDARDS OF PERFORMANCE**

- A. Efficient and effective organization and direction to Chief of Staff's areas of responsibility.
- B. Demonstrate excellent oral and written communication.
- C. Maintenance of interpersonal professional relationships which encourage openness, candor and trust, both internally and outside of the departments and the Diocese of Davenport.
- D. Overall soundness of decisions, effective delegation and maintenance of confidentiality for all sensitive information.
- E. Flexibility in performing designated duties.
- F. Acceptance of personal inconvenience for attainment of the diocesan goals.

## **MENTAL AND PHYSICAL REQUIREMENTS**

- A. High ability to analyze and interpret information pertinent to the areas of responsibility.
- B. Ability to utilize technology relative to the performance of the areas of responsibility.
- C. Ability to perform designated duties under frequent time pressures.
- D. Ability to work irregular hours as dictated to accomplish the responsibilities of the position.
- E. Ability to travel, as needed, in the course of the position.
- F. Normally performs a majority of assigned duties in a well-ventilated, well-lighted and temperature-controlled office environment.

## **EDUCATION, TRAINING AND EXPERIENCE**

- A. A practicing Roman Catholic with a sound theology of Church and parish in keeping with the theology and mission statement of the Diocesan Synod.
- B. Master's degree required with course work in administration, planning, communication, public relations, theology and/or ministry desirable. 7-10 years of experience, including five years of responsible management experience in administration. Proven ability to supervise, facilitate and work collaboratively with others required.
- C. Sound understanding of the mission of the Diocesan Synod and policies of the Diocese.
- D. Proven experience in written and oral communications