

ASSISTANT TO THE COUNTY EXECUTIVE

DISTINGUISHING FEATURES OF THE CLASS:

This is a highly responsible position assisting the County Executive in the administration of County affairs and the carrying out of policies. Under the general direction of the County Executive, this position will coordinate, plan, organize, advise and evaluate County departments, implement policies and programs; interpret ideas of the executive branch and enlist the cooperation of others in translating them into action.

TYPICAL WORK ACTIVITIES:

1. Coordinates work of County departments and arranges compromises for conflicts and differing points of view;
2. Assists the County Executive in community relations activities, acting as representative to news media and the general public;
3. Represents the County Executive at meetings of various governmental bodies, including legislative committees, inter-departmental bodies, boards and commissions;
4. Conducts and reports upon research and special studies as requested and initiates recommendations as deemed appropriate;
5. Assists in establishing and implementing executive branch policies and administrative procedures;
6. Conducts and reports upon research and special studies as requested and initiates recommendations as deemed appropriate;
7. Conducts disciplinary hearings in conformance with Civil Service Law as the designee of the County Executive;
8. Follows up on resolutions passed by the County Legislature;
9. Attends meetings with the County Executive and provides informational assistance as needed;
10. Carries out assignments as designated by the County Executive;
11. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Comprehensive knowledge of public administration and organizational theories, policies and practices; good knowledge of the principles and practices of public relations; ability to analyze facts, make difficult recommendations and executive policies; sound judgment; resourcefulness; physical condition commensurate with the demands of the position.

ASSISTANT TO THE COUNTY EXECUTIVE (Cont'd)

MINIMUM QUALIFICATIONS: (Recommended Only)

- EITHER: (A) Graduation from a regionally accredited or New York State registered college or university plus experience in a managerial or administrative capacity in a governmental agency or a business;
- OR: (B) A satisfactory equivalent combination of training and experience.

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ADOPTED: 07/02/75

REVISED: 02/11/88 02/10/92 01/01/12

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