

ADMINISTRATIVE AIDE - COUNTY EXECUTIVE

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of the County Executive or general supervision of the Deputy County Executive, this position may assist in any or all phases of the work of the Office of County Executive, including both routine and/or confidential internal operations as well as external matters on an assignment basis. Positions classified with this title are limited in their range of assignments to the office of intergovernmental relations, public affairs, administration, legislative liaison and economic development. Supervision is not a responsibility of this position except on a temporary basis. Job assignments may vary in accordance with shifting office priorities and needs. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Represents the Office of the County Executive as requested or assigned in discussions with various departmental personnel;

Represents the County Executive's Office at meetings and other functions as assigned;

Performs and/or coordinates research projects and makes reports accordingly;

Investigates complaints and other matters brought to the attention of the County Executive if such are referred;

Assists in the preparation, coordination and development of departmental annual budget, as required;

Assists in the internal administrative matters of the department;

Analyses reports and other material and makes confidential and/or routine reports thereon;

Assists in liaison work with agencies and programs in the community and government;

Makes studies and recommends changes in methods and procedures;

Assists in the preparation of pamphlets, brochures, and other printed material;

Provides staff assistance to County departments as required;

May perform other incidental tasks, as needed;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of Public Administration theories and practices; good knowledge of the organization and function of the various departments; good knowledge of management and organizational planning; knowledge of research procedures; ability to prepare precise reports; ability to analyze reports and other data; ability to get along well with others; ability to use computer

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: (Con't)

applications such as spreadsheets, word processing, e-mail and database software; tact; courtesy; good judgment; integrity; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a high school or equivalency diploma and five years of administrative or administrative support experience which must have involved contact with the public or involvement in local, current issues.

SUBSTITUTIONS: Satisfactory completion of 30 college credits may be substituted on a year for year basis for up to four years of the above stated experience. Experience obtained as an Intern in Public Administration may be substituted for an equal amount of the required experience. Related volunteer experience may also be substituted for an equal amount of the required experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.