

ASSISTANT TO CHAIRMAN - BUDGET COMMITTEE

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of Chairman of the Board of Legislators, this position is assigned to projects, research and/or the preparation of written material pertinent to enable the legislative branch of government to prudently and appropriately exercise and discharge its legislative duties, powers and responsibilities. In addition, this position also provides staff support on such matters as may be assigned by the Chairman of the Committee on Budget and Appropriations. This position is highly confidential in nature, and is expected to participate in the analysis and evaluation of both proposed and existing legislative plans, obligations, and/or issues as directed. Supervision is not a responsibility of this position although staff type supervision may be exercised occasionally over clerical support employees as assigned on a project or assignment basis where the need warrants as determined. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Analyzes and evaluates submissions to the Board of Legislators as assigned;

Prepares staff analysis and written reports as related to proposed and/or existing programs and their impact upon County and/or local government as assigned; reminds Chairman of the Board of Legislators of matters requiring his continued attention;

Assists the Committee on Budget and Appropriations in reviewing and analyzing the annual County Budget submission as assigned by the Chairman of the Committee on Budget and Appropriations';

Consults with the Counsel to the Board of Legislators as required to appropriately complete an analysis of any matter assigned if warranted;

Works with the independent auditors, contracted by the Board of Legislators, to review the operations and records of the County of Westchester, and focus particularly upon the interests of the Board of Legislators;

May monitor departmental expenditures, existing as well as proposed trust account monies, financial grants, etc., as requested or assigned;

Maintains effective and meaningful working relationships with key administration officials as may be appropriate in the areas of Finance, Budget and Personnel in order to obtain a comprehensive view of any project or matter assigned;

Prepares oral or written presentations of various facts and/or issues and problems to the members of the Board of Legislators, County department heads, or the public as assigned;

Assists in the development of legislative objectives, related legislation, and proposes steps to be taken to insure accomplishment, and monitor progress as appropriate in relationship to the priorities set;

EXAMPLES OF WORK: (Cont'd)

Acts as a liaison between the Board of Legislators and local governments and Associations of such officials as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of effective governmental organization, financing mechanisms and public administration principles and practices; good knowledge of the techniques and methods used in administrative analysis; good knowledge of the County of Westchester's organization, policies, procedures and objectives; knowledge of County funding mechanisms including, but not limited to, third party resources (Federal, State and others), and governmental directives and/or restrictions as such relate to disbursement, reimbursement, grant funding preconditions, and compliance regulations related thereto; knowledge of County budgeting principles and practices, and County organization and operating practices as such relate to personnel and finance matters; ability to prepare written material for presentation concisely and appropriately; ability to identify and analyze significant positive and negative trends in County operations from County records and other factual sources; ability to work effectively with others and to maintain effective working relationships; excellent judgment; integrity; initiative; honesty; poise; tact; and professional demeanor.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school and (a) a Bachelor's Degree* and six years experience in public office or government in a responsible management or administrative capacity or capacities; or (b) ten years of paid governmental experience in a management or administratively responsible capacity or series of progressively responsible capacities.

*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.