

ASSISTANT TO CHAIRMAN COUNTY BOARD

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Chairman of the Board of Legislators, this position serves in a confidential research and advisory capacity to the Chairman of the Board of Legislators on confidential, important policy and other sensitive matters. Research assignments may cover a broad spectrum of subjects directly or indirectly related to County operations. This class also serves as a liaison with other executive and legislative officials both within and outside County government. An incumbent, however, cannot act for or commit the Chairman of the Board of Legislators, or any Legislator on any matter. The function is principally advisory involving active participation in the development of legislative policies and operating guidelines. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Performs research and studies and all other appropriate assignments to the Chairman or appropriate Board Committee, as assigned;

Researches and drafts resolutions to be submitted to the Board for the Chairman;

Provides numerous oral and written reports to Chairman of the Board and Committee Chairmen with respect to County matters. Consults with all department heads, all County elected officials, President of Community College with respect to operations within their departments or agencies during the year;

Reviews all calendars of Board of Acquisition and Contract meetings and joins Chairman at each session;

Represents Chairman on an ongoing basis at various meetings;

As designated by the Chairman is available to attend any meetings of the Board of Legislators or its committees;

Gives advice and counsel to each of the 17 legislators;

Works with the Clerk of the Board and Chief of Staff and Counsel to the Board regarding the conduct of meetings of the Board;

Represents Chairman, Committee Chairmen and Board members as requested at local government, seminars, workshops and conferences;

Manages and structures regional meetings, New York State Association of Counties;

Contacts and visits periodically various Village, Town, City, County, State and Federal officials and Agencies regarding legislation affecting each level of government;

Performs other staff functions as assigned.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of legislative procedures; thorough knowledge of the organization of the Westchester County Board of Legislators; thorough knowledge of the County Charter, Administrative Code, and the County Departments; ability to deal effectively with public officials at all levels; ability to deal effectively with the public; ability to perform research and studies and to report effectively thereon; good judgment; tact; initiative; and good physical condition.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either (A) Graduation from a recognized college or university*, and eight years of legislative experience four of which must have been elected; or (B) an equivalent combination of the foregoing training and 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.