

ASSISTANT TO THE COUNTY EXECUTIVE I

DISTINGUISHING FEATURES OF THE CLASS: Under the direction of the County Executive or general supervision of the Deputy County Executive, and incumbent of this class is responsible for performing assigned tasks consistent with the mandated official requirements of the Office of the County Executive and pursuant to the authority of that office. In addition, incumbents of this class must possess the trust and confidence of the County Executive as well as the personal commitment to pursue assignments consistent with the direction established by the County Executive. Positions classified with this title are limited in their range of assignments to the officer of intergovernmental relations, public affairs, administration, legislative liaison and economic development. Typically, assignments will involve coordinating, monitoring and controlling assigned programs and activities, some of which may be confidential or sensitive. Supervision is not normally a responsibility of this class, although technical assistance may be provided to a number of personnel both within and outside the department. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Conducts special and/or confidential inquiries and investigations for the County Executive;

As designated by the County Executive, participates in the development and implementation of special projects;

Researches, gathers and compiles data for special studies and presents oral or written reports of findings and recommendations;

Attends administrative staff meetings and represents the County Executive at a variety of meeting involving county or local personnel;

As delegated, relays directives to staff and follows up on their completion;

Opens and screens mail and answers it independently or routes it with background material as necessary;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, email and database software in performing work assignments;

May perform other incidental tasks, as needed.

SUGESSTED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Knowledge of current issues, trends and developments affecting public sector management; good knowledge of the organization and functions of County departments and local jurisdictions; ability to interview individuals for the purpose of assessing their qualities or securing information regarding problems; ability to present factual, concise and clear oral and written reports; ability to gather and interpret data for decision making; ability to understand and carry out complex oral and written directives; ability to establish and

SUGESSTED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: (Cont'd.)

maintain effective working relationships; ability to use computer applications such as spreadsheets, word processing, calendar, email and database software; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential duties of the position; initiative; integrity; resourcefulness; tact; diplomacy; good judgment; physical condition commensurate with the demands of the position.

DESIRABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* and two years of experience in an administrative or management position involving the analysis and evaluation of public sector issues.

SUBSTITUTION: Satisfactory completion of 30 credits towards a Master's Degree* may be substituted on a year for year basis for each year of the above 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.