

ASSISTANT TO THE COUNTY EXECUTIVE II

DISTINGUISHING FEATURES OF THE CLASS: Under the direction of the County Executive or general supervision of the Deputy County Executive an 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. Technical advice and assistance is provided to department heads as required and supervision is exercised over a small number of professional and support personnel. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Conducts research of governmental operations to identify areas of concern and formulates initiatives to address those issues;

Analyzes efforts of the State and federal governments to respond to specific county and local needs;

Researches and analyzes proposed, pending and existing federal, state and local legislation and recommends appropriate positions or options;

Evaluates the degree of commitment by all parties to resolving common issues;

Develops and consults with public relations personnel means of fostering public understanding and stimulating their interest in various programs;

Develops and prepares position papers for the County Executive;

Meets regularly with county and local officials to discuss problems and formulate proposals to resolve these issues;

Represents the County Executive at various meetings, conferences, and hearings as required.

SUGGESTED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of current issues, trends and developments effecting public sector management; ability to gather and analyze pertinent data and draw appropriate conclusions; ability to identify critical factors in various issues and to formulate realistic proposals; ability to make and support presentations to officials and the public both orally and in writing; ability to establish and maintain effective working relationships; ability to plan, supervise and evaluate the work of assigned personnel; resourcefulness; imagination, initiative; tact; integrity; sound judgment; physical condition commensurate with the requirements of the position.

DESIRABLE TRAINING AND EXPERIENCE: Graduation from a recognized college or university with a Bachelor's degree* and either (a) a three years experience in a professional administrative or management position involving the analysis and evaluation of public sector issues or (b) a Master's Degree* may be substituted on a year for year basis for the experience specified in (a) above; or (c) satisfactory 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.