

## CHIEF ADVISOR TO COUNTY EXECUTIVE

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of the County Executive, the incumbent of this class serves as the chief policy advisor and counselor to the County Executive and executive management staff and is responsible for recommending, developing, implementing and communicating public policy for the County Executive, for coordinating the dissemination of this policy to various public officials and constituencies, and 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. The work is performed with wide latitude allowed for the exercise of independent judgment in applying professional knowledge to specific problems within the scope defined by the powers and duties of the County Executive and the departments responsible for implementing these policies. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Reviews all public policy issues, legislative actions, local problems and constituent issues to determine their impact on Westchester County;

Conducts research and develops strategies related to the functions, powers and duties of the County Executive and the various departments;

Recommends executive and legislative initiatives to implement new public policy initiatives;

Oversees the implementation of policy for the County Executive;

Acts as senior advisor to the leadership of the County Executive's Office and the Commissioners;

Serves as the chief liaison between the Legislative and other branches of government;

Recommends and coordinates appropriate ways to communicate initiatives and policy of the County Executive through media and other mechanisms;

Acts as the chief of staff for the County Executive on policy matters.

DESIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the functions and practices of the Westchester County Government; thorough knowledge of the County Charter and Administrative Code; good knowledge of State and Federal government; good knowledge of the various departments of Westchester County Government; ability to work with great autonomy and to preserve confidentiality while dealing with often conflicting interests; ability to research effectively; ability to communicate effectively both orally and in writing; ability to analyze policy issues; sound professional judgment and demeanor; tact; courtesy; initiative; dependability; physical condition commensurate with the requirements of this position.

DESIRABLE TRAINING AND EXPERIENCE: A Bachelor's Degree\* and seven years of Public Administration experience which must have involved participation in policy and/or legislative matters.

SUBSTITUTION: Satisfactory completion of 30 credits\* towards a Master's Degree\* may be substituted on a year for year basis for up to three years of the above stated 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.