

CHIEF ADVISOR TO THE CHAIR OF THE BOARD OF LEGISLATORS

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of the Chairman of the Board of Legislators, the incumbent of this class serves as the chief policy advisor and counselor to the Board Chair and Leadership and is responsible for recommending, developing, implementing and communicating public policy for the Board, 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 Board of Legislators. In addition incumbents of this class must possess the trust and confidence of the Board Chair and Leadership as well as the personal commitment to pursue assignments consistent with the direction established by the Board Chair and Leadership. 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 Board Chair and Leadership 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 Board Chair and Leadership;

Recommends legislative initiatives on new public policy;

Acts as senior advisor to the leadership of the Board of Legislators;

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

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

Directs and supervises Board of Legislators staff 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 Stated Education Department as a post-secondary, degree-granting institution.