

## CHIEF OF STAFF - COUNTY EXECUTIVE

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of the County Executive, an incumbent of this position serves in an executive capacity to effectively organize and control staff activities in an assigned function of the Office of the County Executive to maximize staff productivity in the implementation of policy guidelines covering a broad spectrum of staff operations. Work involves highly sensitive issues requiring tact, discretion, and responsiveness to the philosophy and public mission of the County Executive in dealing with executive level public officials, elected officials, representatives of the business community, the press, constituents and others. Assignments can be in the staff operational area of intergovernmental relations, public affairs, administration, or government operations. Appointees to this class serve at the pleasure of the County Executive consistent with the provision of the Westchester County Charter. Direct managerial control is exercised by this position over a wide variety of staff operations in the area of assignment. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Consults with the County Executive on current issues and operational objectives;

Directs internal staff operations, in the area of assignment, to insure the implementation of policy directives and operational objectives;

Recommends policy changes to the County Executive responsive to public issues or to enhance operational efficiency;

Manages staff operations in an assigned area of the Office of the County Executive;

Acts as the County Executive's personal representative with public officials, elected officials, the business community, the press and constituents in resolving issues or planning objectives;

Consults regularly with other executive level staff members of the Office of County Executive to insure effective coordination of overall and specific County activities;

Follows through on policy and legislative changes or proposals needed to implement operational objectives or direction from the County Executive;

Hires, motivates, supervises, disciplines, and is otherwise solely responsible for staff operations, completed staff reports, and reassignment or disposition of personnel allocated to this defined function;

Proposes changes in organizational structure consistent with policy direction, and/or legislation consistent with policy changes;

EXAMPLES OF WORK: (continued):

Consults with the Deputy County Executive, the Budget Director, the Personnel Officer and/or the Commissioner of Finance and the County Attorney regarding major changes in the organization, or functional modifications within County government, to enhance the delivery of more productive or efficient County services prior to seeking the approval of the County Executive and legislative endorsement;

Advocates the policy or position of the County Executive;

Manages and maintains procedures for effective staff responses to public and legislative inquiries;

Attends both internal and external affairs as assigned by the County Executive or deemed desirable by the incumbent of this position.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Extensive knowledge of both County and local government structures and current public issues affecting the County of Westchester; ability to negotiate effectively; ability to supervise a combination of professional, technical and clerical personnel; ability to communicate effectively both orally and in writing; ability to effectively engage to public speaking; ability to analyze complex public issues and develop a suggested position consistent with the County Executive's mission; ability to follow through on issues to successful completion; tact; honesty; integrity; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree\* and seven years experience in public administration, three of which were at a managerial level.

SUBSTITUTION: Coursework toward a Master's Degree\* may be substituted for each of experience at the rate of 30 credited per year of the required 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 Department of Education as a post-secondary, degree-granting institution.