

CLERK OF THE COUNTY BOARD OF LEGISLATORS AND CHIEF OF STAFF

DISTINGUISHING FEATURES OF THE CLASS: Notwithstanding the Legislators, this is the only position in the Legislative Branch of County Government that is specified in and mandated by the County Charter. The person serving in this position is formally elected by the Legislators at their bi-annual reorganization meeting. Because of its nature, this position serves with and for the Chairman of the Board; is a primary liaison between the Board and the Administration; and is solely responsible for both preparing for the Board meetings and, at the meeting, providing structural direction. In addition, it is under the purview this position that all work having to do with the Legislative Branch of County Government is administered. This position is responsible for the administrative general and direct supervision of all Board employees, including, but not limited to clerical staff, budget and financial analyst, counsel to the board and public information officer.

EXAMPLES OF WORK: (Illustrative Only)

Supervises the clerical staff and the entire work flow process, dealing directly with the 17 legislators to assure that the work load of each is distributed evenly and is accurately performed in a timely fashion;

Prepares the Regular and Special Item Calendars for every Board meeting, including, but not limited to screening and organizing communications, committee reports, resolutions, acts, local laws, etc. for proper insertion in the respective Calendar;

Handles all procedures to assure that all Public Hearings are held in a proper and legal manner;

Apportions taxes among the County's municipalities and prepares the tax acts and equalization tables for same;

Certifies listings of exempt property in the County's municipalities and sees that they receive proper publication by same;

Compiles and edits the Directory of County, City, Town and Village Officials and distributes same;

Edits the 1,500-plus page proceedings of the County Board of Legislators for printing and distributes same in accordance with the provisions of the County Administrative Code;

Prepares the departmental budget for the Board of Legislators;

Monitors, on an on-going, month-by-month basis, the current department budget;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

Provides liaison between the Board of Legislators and all other individuals and agencies, including, but not limited to the Commissioners/Directors of the various County Departments, and any and all other non-County individuals, groups, organizations, or agencies;

Coordinates activities with the Counsel to the Board, reviews new legislation, procedures, policies, etc.;

Prepares and certifies the validity of the department payroll, expense claims, committee fees, mileage;

Performs all necessary personnel functions for the Board of legislators as consistent with applicable procedures;

Acts in conjunction with the Counsel to the Board in the capacity of Parliamentarian;

Maintains records of Board actions and certifies the validity of same when required;

In response to inquiry from individuals, committees, County departments, local authorities, et. al., and upon proper request, provides pertinent data to Board actions and related material;

Coordinates the work flow process for the Board's public information office, from its clipping service functions to its release of news items;

Reviews, edits and approves all work emanating from the public information office prior to its release;

Upon request, prepares legislation, proclamations honoree resolutions in conjunction with the provisions of the Freedom of Information Act;

Advisor to the members of the County Board of Legislators on Board/Constituent matters;

Handles details involved in connection with special events and tours.

SUGGESTED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the Westchester County Board of Legislators, with special emphasis on the working relationship between the Board of the Executive Branch; thorough knowledge of business skills and procedures; working knowledge of legislative procedures; working knowledge of modern office machines; working knowledge of the County Administrative Code and County Charter; ability to supervise clerical and professional types; ability to administer; ability to communicate with and deal effectively with local, county and state officials on a direct, one-to-one basis; ability to effectively deal with members of the Executive Branch, as well as the Commissioners/Directors of the various County departments; initiative; discretion; good judgement; tact; physical condition commensurate with the requirements of the position.

DESIREABLE ACCEPTABLE TRAINING AND EXPERIENCE: Either (a) a Bachelor's Degree* in Business or a related area and a minimum of seven years of administrative experience, five of which shall have been in a direct "hands-on" supervisory capacity; or (b) an Associates Degree* in business or related area and ten years administrative experience, seven of which shall have been in a direct, "hands-on" supervisory capacity; or (c) a satisfactory equivalent combination of the foregoing educational training and business 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.