

COMMITTEE COUNSEL

DISTINGHISHING FEATURES OF THE CLASS: Under the general direction of the Chairman of the Board of Legislators and supervision of respective Committee Chairs, incumbents of this class are responsible for performing functions to assist in developing, evaluating, implementing and communicating policy legislation that is referred to and/or relevant to the specific committee. Responsibilities include research and analysis of program and legislative data, recommending legislative strategies, drafting legislation, liaison with interested parties and County department staff, development of position papers, and communication with the media. Considerable latitude for the exercise of independent judgment is given in applying professional knowledge and expertise to research policy and in communication with departmental staff, state and local agencies, and other interested parties. While supervision is not a responsibility of this position, guidance and direction is provided to subordinate staff as needed. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Advises the appropriate Committee Chairs and assigned Legislators of any relevant policy issues of concern within their constituency; makes recommendations for legislative strategy and develops legislative initiatives to achieve the goals and objectives of the Board;

Researches and writes reports; drafts legislation relating to issues under consideration by various committees, including analyses of the impact on the County and its municipalities and/or state programs and initiatives;

Develops and prepares legislative documents and monitors the progress of same to keep abreast of its disposition within the legislative process;

Recommends advocacy strategies relating to a number of constituent affairs for the consideration of the Committee Chair and Legislators;

Establishes and maintains cooperative and working relationships with governmental staff at the local, county and state levels to assist in carrying out assigned projects;

Monitors relevant legislation, regulations, and initiatives by other local, state and federal legislatures and government agencies and prepares position statements, as assigned;

Acts as liaison and may confer with special interest groups, other government agencies or other officials to discuss legislative and coordinate support activities;

May monitor County departmental expenditures, funding proposals, capital projects, and agreements, as assigned, and work with independent auditors and special consultants contracted by the Board of Legislators;

Advises and assists in coordinating press strategy with the respective Committee Chair and the Director of Communications-BOL;

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

Uses computer applications and other automated systems such as word processing, spreadsheet, calendar, email and database software in performing work assignments;

May perform other incidental tasks, as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the legislative process in Westchester County and the State of New York; thorough knowledge of the practices and techniques used in policy and legislative research, program analysis and planning; thorough knowledge of the structure of Westchester County government, including local municipalities; good knowledge of State and Federal government operations; good knowledge of the functions and practices of both Westchester County and the Westchester County Board of Legislators; good knowledge of the County Charter and Administrative Code; good knowledge of the principles and practices of public fiscal administration, public funding mechanisms and regulations; ability to identify and analyze issues and trends affecting Westchester County; ability to organize and present clear and concise oral and written reports; ability to develop and direct the activities of departmental staff and other groups in the development of legislative proposals; ability to establish and maintain cooperative working relationships with public officials, constituents, the media, and lobbyists; ability to work with considerable autonomy while preserving confidentiality; ability to use automated systems or other computer applications such as word processing, calendar, email and database software; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential functions of the position; good professional judgment; tact; physical condition commensurate with the demands of the position.

SUGGESTED TRAINING AND EXPERIENCE: Either: (a) Graduation from a school of law with an LL.B.* or J.D.* degree, and admission to at least one state bar; or (b) a Bachelor's Degree* and five years of public administration experience which must have included responsibility for legislative and policy matters.

SUBSTITUTION: Satisfactory completion of 30 credits* towards a Master's Degree* in Public Administration or a closely related field may be substituted on a year for year basis for up to two years of the aforementioned 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.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

West. Co.:
J.C.: Unclassified
MAP5

Job Class Code: E0894
Job Group: B05