

COORDINATOR OF ADMINISTRATIVE AFFAIRS - COUNTY EXECUTIVE

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, the incumbent of this class is responsible for performing a wide variety of administrative tasks required to insure the efficient and effective operation of the Office of the County Executive, including the management of staffing and budgetary controls, and the coordination of the administrative functions for the various divisions of the Office. Work involves the use of independent judgment in the determination of priorities, and the establishment and maintenance of effective working relationships among the various staff members, and with other staff departments such as Budget, Finance, Personnel, and General Services. The major responsibility is to relieve the County Executive of administrative routine, contacts with subordinates, and the resolution of problems not requiring personal attention. Supervision is exercised over lower level staff and clerical support personnel. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Monitors and coordinates support services for the various divisions of the County Executive's Office to ensure cohesiveness and conformity to established policies, practices and objectives;

Insures the smooth flow of information on administrative issues between the County Executive and the staff in the various divisions;

Supervises the maintenance of confidential office records and files, assembles information from these files for needed reports, and provides information to authorized persons in accordance with established procedures;

Assembles information and supportive documentation for the preparation of the budget for the Office of the County Executive and all of its subdivisions;

Reviews claims for payment and controls expenditures for all divisions of the County Executive's Office, insuring adequate funds in appropriate accounts;

Coordinates the personnel and payroll functions for all divisions, and implements appropriate procedures to insure adequate staffing;

Provides information to division heads and administrators on administrative procedures needed to accomplish operational objectives;

Acts as liaison between all divisions of the County Executive's Office and the Department of Finance, Budget, Personnel, and General Services;

Prepares reports and gathers information as required by the County Executive or members of his management staff;

Prepares correspondence in response to inquiries or in support of administrative initiatives;

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

Gathers material and assembles information required by the County Executive or his staff in preparing meetings; may attend meetings as his representative;

Conducts research for special projects, as requested by the County Executive or his staff;

Receives all complaints or inquiries and either personally prepares a written response or re-routes it to the appropriate source for response and conducts follow-ups;

Develops procedures for and oversees the reception of scheduled and unscheduled visitors to the Office of the County Executive, the dissemination of information, and the handling of problems;

Performs related administrative tasks to insure the smooth and efficient operation of the Office of the County Executive.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of general administrative/management practices and procedures in an executive office setting; good knowledge of the various functions of Westchester County government; familiarity with the management goals and objectives of the County Executive; familiarity with the current issues affecting Westchester County government; familiarity with the functions of other levels of government; ability to maintain confidentiality and establish a continuous relationship of personal trust with the County Executive; ability to determine and re-arrange priorities; ability to arrange an effective schedule; ability to gather and arrange information; ability to communicate effectively and tactfully both orally and in writing; ability to establish and maintain effective working relationships with top level officials; ability to supervise the work of others; sound judgment; initiative; resourcefulness; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* and either (a) four years experience in public administration or staff management; or (b) a Master's Degree* and three years experience as stated in (a); or (c) a satisfactory equivalent combination of the foregoing training and 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.