

DEPUTY CLERK TO THE COUNTY BOARD OF LEGISLATORS
AND DEPUTY CHIEF OF STAFF

DISTINGUISHING FEATURES OF THE CLASS: With the exception of the Legislators, this is one of two positions in the Legislative branch of County Government that is specified in and mandated by the County Charter. The person serving as Deputy Clerk of the Board and any job combinations thereof is formally appointed by the Legislators at their bi-annual reorganization meeting. Because of its nature, this position is not only a highly visible one, but also one with legal and fiduciary duties in the absence of the Clerk. This position serves both the Chairman and the Clerk (the co-department heads) in a deputy department head role for day-to-day activities, and acts as a co-department head in the absence of the Clerk. This position serves as a liaison between the Board and the administration, and assists the Clerk in preparing for Board meetings. Additionally, the day-to-day oversight for and supervision of all board employees including clerical staff, budget and financial analyst, and public information officer is managed by this position under the direction of the Clerk. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Oversees the writing of the minutes of each committee meeting held during the week and the calendar of the committee meetings scheduled for the following week. Compiles same and distributes on a weekly basis to legislators and staff;

Tracks the status of all legislation considered by the Board of Legislators;

Assists the Clerk in the supervision of 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 and completed in a timely fashion;

Assists the Clerk in the preparation of the regular and special item calendars for every board meeting, including, but not limited to organizing communications, committee reports, resolutions, acts, local laws, etc. for proper insertion in the respective calendar;

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

Assists the Clerk in the preparation and monitoring of the department budget for the Board of Legislators;

Assists the Clerk in editing the proceedings of the County Board of Legislators under the direction of the Clerk, oversees the work flow process for the Board's public information office from its clipping service to its release of news items;

In the absence of the Clerk, maintains records of Board actions and certifies to the validity of the same;

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EXAMPLES OF WORK: (Illustrative Only)

In the absence of the Clerk, prepares and certifies validity of the department payroll, expense claims, committee fees, mileage.

DESIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of effective governmental organization, financing mechanisms and public administration principles and practices; good knowledge of the techniques and methods used in administrative analysis; good knowledge of the County of Westchester's organization, policies, procedures and objectives; knowledge of public funding mechanisms and regulations related thereto; knowledge of County budgeting principles and practices; ability to intelligently and effectively communicate with local, county, and state officials on a direct, one-to-one basis; ability to deal effectively and intelligently with members of the Executive Branch, as well as the Commissioners/Directors of the various departments; ability to communicate effectively both orally and in writing; ability to identify and analyze significant issues and trends affecting Westchester County; excellent judgement; integrity; initiative; resourcefulness; discretion; tact; physical condition commensurate with the requirements of the position.

DESIRED ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* and five years of business or public administrative experience, two of which shall have been in a direct "hands on" supervisory capacity.

*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 Education Department as a post-secondary, degree-granting institution.

West. Co.
J. C.: Pending Unclassified
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Job Class Code: E0854
Job Group: XIV