

DEPUTY COUNTY EXECUTIVE

DISTINGUISHING FEATURES OF THE CLASS: Under general direction of the County Executive, the incumbent of this class serves at the pleasure of the County Executive in accordance with the Westchester County Charter, and the incumbent's appointment is subject to confirmation by the County Board of Legislators. The incumbent provides executive staff and operational assistance and support to the County Executive in the overall administration of County departmental affairs. Additionally, the incumbent assists the County Executive in the coordination, planning, organization, direction, staffing, troubleshooting, implementation, evaluation and control of all organizational and functional elements of Westchester County. The incumbent of this class is empowered to act for or in behalf of the County Executive and in the absence of the County Executive is responsible for directing the operations of the government. Moreover, the incumbent articulates and interprets the sentiments of the executive branch and enlists the cooperation of others in translating them into action. Supervision is exercised over a large number of subordinates.

EXAMPLES OF WORK: (Illustrative Only)

Assists the County Executive in the planning, organization, staffing, directing and controlling of governmental affairs, to assure adherence to the County Charter, providing of quality and cost-effective services, and the achievement of organizational goals/objectives;

Fosters an organizational climate conducive to the expeditious and productive resolution of operational, organizational, programmatic and other conflicts/problems that may arise;

Implements assignments as designated by the County Executive and follows up and reports on special assignments/projects within County departments;

Reports on the progress of Capital Projects and non-recurring repairs and replacement projects;

Represents the County Executive with the legislative branch of government, as directed, and with commissioners and departments;

Approves the organization, planning, management and control of departmental objectives;

Advocates favorable working relationships between the operating organization, the Office of the County Executive and the Board of Legislators in an effort to fulfill the overall mission of the County to provide quality services to the people of Westchester;

Acts on behalf of the County Executive in the daily management of the organization to assure timely access to the executive office by department or agency heads, and prompt decisions and/or counsel on matters regarding policy, practice or organizational direction;

Directs the establishment of policies and procedures, and the initiation and implementation of short and long-range plans;

EXAMPLES OF WORK: (Illustrative Only) (Continued)

Examines County policies/procedures for the County Executive and recommends changes as necessary;

Keeps department heads informed on policy matters, relationships and long-range plans;

Conducts research and special studies and maintains the appropriate records and reports of such;

Serves as a liaison and communications link between the executive office, the operating organization and the Board of Legislators to ensure for unity of direction on major policy issues, operation problems and strategic planning for County services;

Serves as a clearinghouse for communication with the executive office on a myriad of internal/external issues to assure prompt response for those requiring the immediate attention of the County Executive;

Informs the County Executive of major policy issues that require on-going attention, and confers with the Chief Executive, as required, or where judgement and/or precedent dictate;

Acts in the capacity of a "Department Head" in the Office of the County Executive by directing management responsibilities of the office staff.

DESIRABLE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Comprehensive knowledge of public administration theories, principles and practices; comprehensive knowledge of organization planning and management; ability to promote, plan, and organize; ability to work and communicate effectively with a variety of people; ability to analyze facts and place them in proper perspective to problems; ability to execute policies and make difficult recommendations; sound professional and management judgment; diplomacy and integrity; physical condition commensurate with the demands of the position.

DESIRABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* and a Master's Degree* and eleven years of professional, administrative, or management experience, four of which shall have been at the division or department head level.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.