

## DIRECTOR OF COMMITTEE SERVICES - BOARD OF LEGISLATORS

GENERAL STATEMENT OF DUTIES: Performs support functions, including press relations and public information for the Board of Legislators; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of the Clerk of the County Board of Legislators and Chief of Staff, the incumbent of this position is responsible developing, researching and preparing resolutions, reports, press releases, press advisories, newsletters and public information bulletins for the Board's Standing and Special Committees, as well as policy position statements for the Board itself. Supervision is exercised over clerical staff assigned to the Board of Legislators and working in conjunction with this position.

### EXAMPLES OF WORK: (Illustrative Only)

Develops, researches and prepares resolutions, reports, press releases, press advisories, newsletters and public information bulletins for the Board's Standing and Special Committees, as well as policy position statements for the Board itself;

Provides research and information support services to the Board's Leadership and its Committee Chairmen, and performs all necessary follow up and reference documentation;

Develops and prepares the necessary information and photography for inclusion in the semi-annual Board of Legislator's newsletters and questionnaires;

Attends Board meetings, Committee meetings, as well as various Village, Town, Citizen Committee meetings, public hearings and workshops;

Prepares, reviews and edits press releases, newsletters and public information bulletins for the members of the Board of Legislators;

Provides advice and consultation to individual Board members and key staff members on media procedures and public information techniques to accomplish given objectives;

Establishes and maintains effective working relations with newspaper correspondents, editors and publishers, as well as the representatives from the radio and television media;

Provides assistance to school and community groups interested in attending public board meetings and forwards any available public information relative to the Board of Legislators to interested individuals and groups.

DESIRABLE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the principles, techniques and procedures of journalism, public relations and public information; ability to prepare information for release to the public via the radio, press and related media; ability to deal effectively with the press and the general public; ability to compile, edit and publish information the various formats distributed by the Board; resourcefulness; good judgment, initiative, imagination, tact; courtesy.

DESIRABLE TRAINING AND EXPERIENCE: Either (a) graduation from a recognized college or university with a Bachelor's Degree\* in Journalism, Political Science, Public Relations, Public Administration or a related field and five years experience in journalism or public relations involving the preparation of informational material; (b) completion of a Master's Degree\* as in (a) above, and four years experience as stated in (a) above; 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 Education Department as a post-secondary, degree-granting institution.

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J.C.: Unclassified†  
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Job Class Code: E0592  
Job Group: XV