

## EXECUTIVE ASSISTANT FOR OFFICE MANAGEMENT - COUNTY EXECUTIVE

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the County Executive, Deputy County Executive, or Chief Advisor, this position is responsible for the administrative management of the County Executive's Department. Responsibilities include development and implementation of departmental policies that relate to operations, budget and personnel management, and oversight of staff activities to maximize productivity. The work involves independent judgment in the management of the functions of the office, including routing, follow-up and priority of paperwork. The major responsibility is to relieve the County Executive, Deputy County Executive, and Chief Advisor of considerable detail in the day-to-day operations of the department, including the resolution of problems not requiring their personal attention, and upon assignment, giving information to employees in the implementation of decisions, directions and policy of the County Executive. Supervision is exercised over clerical and staff support personnel. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Acts as confidential assistant to the County Executive, Deputy County Executive, and Chief Advisor;

Acts as liaison with other members of the County Executive staff, including division heads, and with the Personnel Officer, Budget Director, Finance Commissioner, and Public Works Commissioner on matters relating to departmental administration and operations;

Provides confidential recommendations to the County Executive pertaining to areas of concern referred by the County Executive for analysis;

Responsible for dissemination of information to all County departments regarding policy decisions or policy changes made by the County Executive, Deputy County Executive, and Chief Advisor, as necessary;

Responsible for preparation and control of departmental budget and various departmental trusts and grants;

Develops and implements administrative procedures to ensure compliance with County and Departmental management and financial goals and objectives;

Responsible for personnel functions for the County Executive's Department;

Assists in the flow of information between the County Executive, Deputy County Executive, and Chief Advisor, and office staff and division heads;

Plans and supervises the work of office clerical and support staff;

Collects information required for the preparation of reports and memoranda for the County Executive, Deputy County Executive, and Chief Advisor;

Summarizes reports for review by the County Executive, Deputy County Executive, and Chief Advisor;

EXAMPLES OF WORK (Cont'd.):

Reads incoming mail, answers, assigns or routes materials as appropriate;

Assigns and supervises the maintenance of office records and files.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of organizational and administrative process and techniques; good knowledge of modern methods of fiscal planning and management, budget preparation and control, and contract management; good knowledge of administrative reporting and procedures associated with budget, personnel, purchasing and statistics in an automated environment; good knowledge of office procedures and practices; ability to effectively coordinate and implement departmental administrative, management, and personnel procedures in a public environment; ability to establish and maintain effective working relationships; ability to prepare management and fiscal reports; ability to communicate effectively, both orally and in writing; ability to supervise, plan and coordinate the work of others; ability to identify the need for policy review or revision and in working out procedural changes within existing policies; good judgment; tact; initiative; thoroughness; reliability; discretion; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: High school or equivalency diploma and either: (a) a Bachelor's Degree\* in Business Administration, Public Administration, Accounting or Finance and five years of administrative experience which included responsibility for budget and personnel matters, three of which must have been at a supervisory level; or (b) nine years of experience as stated in (a) four of which must have been at a supervisory level; or (c) a satisfactory equivalent combination of the foregoing education 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.