

LEGISLATIVE COUNSEL

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of the Chairman and/or the Leadership of the Board of Legislators, this class is responsible for recommending, developing, implementing and communicating legislative policy for the County Board of Legislators and for coordinating the dissemination of this policy to various publics. The work is performed with wide latitude allowed for the exercise of independent judgment in applying professional knowledge to specific problems within the scope defined by the powers and duties of the County Board of Legislators. Does related work as required

EXAMPLES OF WORK: (Illustrative Only)

Oversees the preparation of local laws, ordinances, acts and resolutions upon receipt of a request which has followed designated channels;

Researches problems related to the function, powers and duties of the County Board of Legislators and its employees;

Prepares written reports on the breadth and depth of the function, powers and duties of the County Board of Legislators and its employees;

Recommends legislative initiatives to the appropriate Committees of the County Board of Legislators and or individual Legislators;

Oversees the implementation of policy for the County Board of Legislators;

Acts as senior advisor to the leadership of the Board and to its various Committees, including but not limited to Budget and Appropriations and Legislation, regarding matters of policy;

Serves as the chief liaison between the legislative and other branches of government;

Recommends and coordinates appropriate ways to communicate initiatives and policy of the County Board of Legislators through media and other mechanisms;

Acts as the chief staff spokesperson for the County Board of Legislators on policy matters and legislative initiatives.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the functions and practices of the Westchester County Government in general and the Westchester County Board of Legislators in particular; thorough knowledge of the County Charter and Administrative Code; good knowledge of State and Federal government; good knowledge of the various departments of Westchester County Government; ability to work with great autonomy and to preserve confidentiality while dealing with often conflicting interests; ability to research effectively; ability to communicate effectively both orally and in writing; ability to analyze policy issues; good professional judgment and demeanor; tact; courtesy; physical condition commensurate with the requirements of this position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* and seven years of Public Administration experience which must have involved participation in policy and/or legislative matters.

SUBSTITUTION: Satisfactory completion of 30 credits toward a Master's Degree* may be substituted for each year of the above stated 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.