

LEGISLATIVE LIAISON - COUNTY EXECUTIVE

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of Chief of Staff-County Executive, an incumbent of this class serves in a confidential research and advisory capacity to the County Executive on all matters before the County Board of Legislators, including those of an important and sensitive nature. Assignments may cover a broad spectrum of subjects related to County government operations. Supervision is exercised over a small number of support staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Monitors all matters and issues before the Board of Legislators for the County Executive;

Coordinates the submission of all matters requiring Board of Legislators' action or approval to ensure that they conform to established standards;

Receives all requests for information and assistance from individual legislators;

Secures information from County departments and agencies requested by individual legislators;

Advises the County Executive on matters requiring legislative approval and action;

Serves as an advocate of the administration's position on issues with legislators;

Attends meetings of the Board of Legislators and its committees to follow issues of interest to the administration

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of applicable laws, rules, regulations and procedures as they pertain to the powers and responsibilities of the Westchester County Board of Legislators; thorough knowledge of the organization, objectives and operations of the County of Westchester and its departments and agencies; thorough knowledge of current issues, trends and developments affecting public sector management; ability to communicate effectively both orally and in writing; ability to work cooperatively with agencies, officials and employees; leadership; tact; sound professional judgment; integrity; initiative; resourcefulness; physical condition commensurate with the demands of the position.

DESIRED TRAINING AND EXPERIENCE: A Bachelor's Degree* and five years of experience with executive, managerial and/or administrative responsibilities, two years of which must have involved legislative affairs.

SUBSTITUTION: Satisfactory completion of 30 credits* towards a Master's Degree* may be substituted on a year for year basis for up to two years 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 Education Department as a post-secondary, degree-granting institution.

West. Co.
J.C.: Exempt†
WPP1
1

Job Class Code: E0512
Job Group: XIV