

PROGRAM COORDINATOR (BOARD OF LEGISLATORS)

DISTINGUISHING FEATURES OF THE CLASS : Under the general direction of the Chairman- Board of Legislators, the incumbent of this position performs various projects, research and/or the preparation of documents needed by the members of the Board of Legislators to exercise and discharge their legislative duties, powers and responsibilities. In addition, this position provides staff support specifically to the Chairman of the Board. This position is highly confidential in nature, and is expected to participate in the analysis and evaluation of both proposed and existing legislative plans, obligations, and/or issues as directed. Supervision is not a responsibility of this position although leadership may be exercised over clerical support staff on a project or assignment basis, as needed. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Analyzes and evaluates issues for consideration by the Board of Legislators as assigned;

Prepares staff analysis and written reports on proposed and/or existing programs and their impact upon County and/or local government as assigned;

Brings issues to the attention of the Chairman of the Board of Legislators;

Provides staff support to the Chairman, County Legislators and members of special committees of the Board of Legislators by reviewing and analyzing issues and documents prior to legislative action;

Consults with the Counsel to the Board of Legislators as required to appropriately complete staff assignments;

Works with the independent auditors and special consultants contracted by the Board of Legislators;

May monitor departmental expenditures, funding proposals, contract proposals, capital projects, and agreements, as assigned;

Maintains effective working relationships with administration officials as may be appropriate in order to obtain a comprehensive view of any project or matter assigned;

Prepares reports and/or oral presentations on various issues for the members of the Board of Legislators and Committees of the Board;

Responds to inquiries by the members of the public;

Assists in the development of legislative documents and monitor the progress of the legislative process to insure that goals and objectives are met;

Acts as a liaison between the Board of Legislators and local governments and agencies.

DESIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of effective governmental organization, financing mechanisms and public administration principles and practices; good knowledge of the techniques and methods used in administrative analysis; good knowledge of the County of Westchester's organization, policies, procedures and objectives; knowledge of public funding mechanisms and regulations related thereto; knowledge of County budgeting principles and practices; ability to communicate effectively both orally and in writing; ability to identify and analyze significant issues and trends affecting Westchester County; ability to work effectively with others and to maintain effective relations with public officials, the public and the press; excellent judgement; integrity; initiative; resourcefulness; physical condition commensurate with the requirements of the position.

DESIRABLE TRAINING AND EXPERIENCE: High school or equivalency diploma and either (a) a Bachelor's Degree* and six years experience in public or business administration; or (b) ten years experience in public or business administration.

*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.