

PROGRAM COORDINATOR - COUNTY EXECUTIVE

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of the Assistant to the County Executive for Intergovernmental Relations this class is responsible for coordinating, monitoring and controlling a program intended to identify, develop and project those interests that are common or mutually advantageous to all levels of government with primary attention obviously focusing upon those which will benefit the County of Westchester and its constituent municipalities. Frequent contacts will occur with key officials and individuals at the federal, state and local levels as well as various interest groups and the public. Technical advice and assistance is provided to department heads as required and supervision is exercised over a small number of professional and support personnel. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Conducts research of County and local government operations to identify areas of common concern as well as any differences within those areas;

Analyzes efforts of the State and federal governments to respond to specific local needs;

Researches and analyzes proposed, pending and existing federal, state and local legislation and recommends appropriate positions or options;

Evaluates the degree of commitment by all parties to resolving common issues;

Develops and consults with public relations personnel means of fostering public understanding and stimulating their interest in various programs;

Develops and prepares position papers for the County Executive;

Meets regularly with county and local officials to discuss problems and formulate proposals to resolve these issues;

Represents the County Executive at various meetings, conferences, and hearings as required.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of current issues, trends and developments effecting public sector management; good knowledge of the principles and practices of public administration; good knowledge of the practices and techniques used in research and evaluation; ability to gather and analyze pertinent data and draw appropriate conclusions; ability to identify critical factors in various issues and to formulate realistic proposals; ability to make and support presentations to officials and the public both orally and in writing; ability to establish and maintain effective working relationships; ability to plan, supervise and evaluate the work of assigned personnel; resourcefulness; imagination, initiative; tact; integrity; sound judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's degree* and either: (a) a Master's degree* in public administration, political science, economics or related social science discipline and one year's experience in a professional administrative or management position involving the analysis and evaluation of public sector issues; or (b) a law degree*; or (c) three years experience as stated in (a) above; or (d) satisfactory equivalent combination of the foregoing training and experience as defined by the limits of (a), (b) and (c).

*SPECIAL NOTE: Education beyond the secondary 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.