

SENIOR ASSISTANT TO THE COUNTY EXECUTIVE I

DISTINGUISHING FEATURES OF THE CLASS: Under the direction of the County Executive or general supervision of the Deputy County Executive, an incumbent of this class is responsible for performing assigned tasks consistent with the mandated official requirements of the Office of the County Executive and pursuant to the authority of that office. In addition, the incumbent of this class must possess the trust and confidence of the County Executive as well as the personal commitment to pursue assignments consistent with the direction established by the County Executive. This position will have primary responsibility for developing and coordinating lobbying efforts at the state and federal levels on behalf of the County Executive. Assignments will involve coordinating, monitoring and controlling assigned programs and activities which will be confidential or sensitive in nature. This class cooperates in all top management functions as a member of the executive staff. Frequent contact will occur with key officials and individuals at the federal, state and local levels as well as various interest groups and the public. Supervision is exercised over a number of managerial, professional and clerical personnel with technical advice and assistance provided to a large number of the foregoing. Does related work as required.

EXAMPLES OF WORK: (Illustrative only)

Develops and coordinates lobbying efforts on behalf of the County Executive at both the state and federal level;

Develops annual legislative agendas and activities to advance and lobby for passage of items on the legislative agenda, working actively with county departments and advocacy groups;

Monitors the state budget and coordinates the county's response;

Develops and lobbies for funding requests at both the state and federal levels;

Directs and manages the Performance Based Management initiative;

Administers, directs and advises on the operations of assigned programs insuring proper control, effective management, efficient expenditure of resources, and the attainment of departmental and program objectives;

Develops and implements management and program policies and procedures within the area of assignment;

Designs and institutes management reporting systems within designated areas of responsibility;

Develops key administrative staff;

Resolves operating problems among different department heads by mediating those issues crossing organizational lines of authority.

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, email and database software in performing work assignments;

May perform other incidental tasks, as needed;

Represents the County Executive as required.

SUGGESTED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the goals and objectives of the County of Westchester and its operating departments; thorough knowledge of current issues, trends and developments affecting public sector management; thorough knowledge of the principles and practices of decision making; ability to identify critical problem areas and to formulate and implement realistic solutions with minimum disruption to ongoing operations; ability to plan and administer the organizational activities of several components or functions; ability to organize and delegate work assignments; ability to assess the performance of assigned personnel and programs; ability to communicate effectively both orally and in writing through various settings and media; ability to work cooperatively with related agencies, officials and personnel; ability to effectively use computer applications such as spreadsheets, word processing, calendar, email and database software; leadership; tact; sound professional judgment; integrity; initiative; resourcefulness; physical condition commensurate with the requirements of the position.

DESIRABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* and seven years experience with executive, managerial and/or administrative responsibilities involving the analysis and evaluation of public sector issues.

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