

ASSISTANT TO THE COUNTY EXECUTIVE IV

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 incumbents 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. Positions classified with this title are limited in their range of assignments to the office of intergovernmental relations, public affairs, administration, legislative liaison and economic development. Typically assignments will involve coordinating, monitoring and controlling assigned programs and activities some of which may be confidential or sensitive. This class differs from Assistant to the County Executive III primarily in the scope of responsibilities but also in the degree of independent action. While the latter has responsibility for significant staff components within the Office of the County Executive, this class has responsibility for program and policy issues affecting either the entire organization or multiple departments. 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)

Administers, directs and advises on the operations of assigned programs ensuring 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.

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

SUGGESTED KNOWLEDGE, SKILLS, ABILITIES AND ATRIBUTES: (Cont'd)

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; 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 six years of experience with executive, managerial and/or administrative responsibilities involving the analysis and evaluation of public sector issues.

SUBSTITUTION: Satisfactory completion of a Master's Degree* may be substituted on a year for year basis for up to two years of the aforementioned 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†(5)
DRC3

Job Class Code: E0511
Job Group: XVI