

SENIOR ASSISTANT TO THE COUNTY EXECUTIVE III

DISTINGUISHING FEATURES OF THE CLASS: Under the direction of the County Executive, the 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 serve as a key resource and senior policy advisor and legislative director and work directly with the County Executive, Deputy County Executive, Chief Advisor and County Attorney on policy initiatives. Assignments will involve overseeing various offices and County departments within the County Executive's administrative oversight, and overseeing 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)

Oversees and directs various offices within the County Executive's office, as well as County departments, to ensure the program objectives and priorities are fulfilled consistent with the County Executive's mission;

Functions as the senior policy advisor to the County Executive and the Chief Advisor to the County Executive;

Oversees intergovernmental relations and acts as the County Executive's primary contact for over twenty-five governmental departments;

Meets regularly with officials to further the County Executive's policy agenda which includes the County's community and economic development plan and promoting business and economic expansion;

Administers the \$100 million Capital Budget, meeting with Commissioners and department heads to formulate and execute capital programs and secure bonding requests and provides oversight to the County's operating budget

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;

EXAMPLES OF WORK: (Cont'd)

Develops key administrative staff;

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

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

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 use computer applications such as spreadsheets, word processing, calendar, email and database software; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential duties of the position; 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 eight years experience with executive, managerial and/or administrative responsibilities involving the analysis and evaluation of public sector issues, two of which must have been in a managerial position.

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.

West. Co.
J. C.: pending Exempt

Job Class Code: E0950
Job Group: XIX