

ASSISTANT TO THE COUNTY EXECUTIVE (FISCAL)

DISTINGUISHING FEATURES OF THE CLASS: This is administrative and professional work primarily involving responsibility for analyzing a variety of fiscal and budgetary matters and making recommendations to the County Executive regarding policies, procedures, and strategic initiatives that support and ensure effective fiscal and budgetary management in accordance with the goals, policies, and mission of the County Executive. The work is performed under the general direction of the County Executive. Does related work as required.

TYPICAL WORK ACTIVITIES:

Monitors departmental budgets and performs fiscal analyses of operations to ensure adherence to revenue expectations and expenditure plans;

Provides guidance to Commissioners, department heads and directors regarding policies and practices in the areas of billing, purchasing credit, collections, grant acquisitions and contracts;

Analyzes departmental fiscal data requirements and proposes the development and implementation of necessary IT driven processes, procedures and systems, as needed;

Develops recommendations regarding countywide and departmental programs and policies in order to ensure and improve cost effectiveness, including but not limited to costs, benefits, objectives, etc., as needed;

Researches and identifies opportunities for potential blended funding agreements (shared services) with other municipal entities, or outside agencies, proposes appropriate controls for the proposed Memorandums of Understanding governing such agreements, and provides recommendations to the County Executive;

Develops and proposes long-range fiscal strategic plans and provides guidance and recommendations regarding the development of practices and strategies to achieve long and short term financial objectives;

Develops, implements, and monitors the effectiveness of new policies, programs, projects, etc., as directed by the County Executive;

Participates in the preparation of the annual County Budget by providing the County Executive and staff with a variety of reports, budgetary analysis, recommendations for revised or new policies, etc.;

Provides recommendations regarding the development of financial plans (e.g., capital budget planning) and financing methods;

Prepares a variety of reports, as assigned;

Represents the County Executive at a variety of meetings, as assigned.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of governmental fiscal operations, including accounting principles, practices and techniques; thorough knowledge of governmental budget preparation and administration; good knowledge of the operations and structure of Rockland County government, especially as they pertain to fiscal functions; ability to prepare a variety of reports, including those of a financial nature; ability to understand and interpret written materials, including budgetary and accounting reports; ability to communicate effectively, both orally and in writing; ability to establish and maintain cooperative relations with others.

MINIMUM QUALIFICATIONS: Qualifications to be determined by the appointing authority.

R.C.D.P. (02.13.2018) 12.11.2018
Exempt