

ASSISTANT TO THE COUNTY EXECUTIVE II

DISTINGUISHING FEATURES OF THE CLASS: This is administrative and communications work primarily involving responsibility for assisting with public information and public relations activities as well as the completion of special projects. The work is performed under the general direction of the County Executive or designee. Does related work as required.

TYPICAL WORK ACTIVITIES:

Assists departments with the preparation of press releases and other materials prepared for dissemination to the public by reviewing and editing drafts, ensuring the accuracy and completeness of information, clarifying information, etc.;

Prepares basic public information materials, including but not limited to news releases, informational pamphlets, computer presentations, etc.;

Assists with the preparation and/or edits drafts of speeches for the County Executive or other executive staff, as directed;

Prepares reports regarding public issues and other matters relevant to the policies of the County Executive and departmental operations;

Analyzes emerging public issues that may have an impact on the policies and operations of the County of Rockland and makes recommendations regarding solutions, responses, and initiatives;

Assists with special projects or community plans by gathering and exchanging information, preparing reports, attending meetings, etc.;

Acts as liaison, when assigned, to County departments or the community, to prevent and resolve problems, develop policies, prepare information for dissemination to the public, etc.;

Participates in the preparation and processing of official documents in accordance with established policies and procedures;

May establish and maintain contact with the press, professional associations, radio stations, etc. to disseminate information regarding County Executive office functions and County Executive policy statements; as directed;

May perform routine clerical functions (i.e., schedule meetings, answer phones, etc.);

May attend meetings or represent staff of the County Executive's Office, as assigned;

May arrange press conferences and other meetings.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the principles and practices of effective public relations and communication; good knowledge of the functions and organization of Rockland County government and its operation; ability to communicate effectively, both orally and in writing; ability to prepare reports; ability to prepare and edit press releases; ability to establish and maintain cooperative relations with others.

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

R.C.D.P. (04.28.2015) 03.30.2018
Exempt