

## **ASSISTANT TO THE COUNTY EXECUTIVE**

**DISTINGUISHING FEATURES OF THE CLASS:** This is administrative and professional work primarily involving responsibility for oversight, project management, and planning for a variety of projects, including capital, non-profit, and operations. Provides recommendations to the County Executive regarding policies, procedures, and strategic initiatives that ensure the continuous transformation of County services 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, follows up, and helps to execute capital program effectiveness, goals, expenditures and performs analyses of operations to ensure adherence to County Executive strategic plans and objectives;

Provides guidance to Commissioner, department heads, and directors on behalf of the County Executive regarding the organizational and physical structures of the workspace, in order to maximize production and services to the residents of the County;

Analyzes departmental operational requirements and proposes the development and implementation of necessary technology driven improvements, 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 for the County Executive;

Forges an innovate and dynamic path that will lead to the transformation of County government;

Works with Department Directors, departmental staff, Office of the County Executive staff, citizens, non-profits, boards and commissions;

Develops and proposes long-range strategic plans and provides guidance and recommendations regarding the development of practices and strategies to enable positive long and short term financial and operational objectives for the County Executive;

Advises the County Executive's Office on issues of quality improvement, emergency management, regulatory and funding requirements, budget and other government processes and policies;

Participates in the preparation of the annual County Budget by providing the County Executive with analysis and reports regarding status of facilities, capital projects evaluations, and recommendations for new projects and/or new policies, etc.;

Prepares a variety of reports;

Develops and implements special projects to assist special populations including Armed Forces Veterans, Law Enforcement and Emergency Personnel, and the County's Aging population programs and services related projects;

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

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of governmental operations; thorough knowledge of the theories, principles, techniques and practices of public administration; through knowledge of governmental budget preparation and administration; good knowledge of the operations and structure of Rockland County government; ability to prepare a variety of reports; ability to understand and interpret written material; ability to communicate effectively, both orally and in writing; ability to establish and maintain cooperative working relationships with others, including representatives of the public, private and other groups, County Legislature, Municipal Boards, and elected official; ability to interpret program policies and objectives; ability to plan and supervise the work of professional staff.

(over)

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