

CHIEF ADVISOR TO THE COUNTY EXECUTIVE

DISTINGUISHING FEATURES OF THE CLASS: This is primarily administrative work of a complex nature involving responsibility for reviewing a wide variety of governmental matters and making recommendations to the County Executive regarding governmental functions, departmental operations, policies, problems and emergencies, and community-based issues. The work is performed in accordance with the goals, policies, and mission of the County Executive and under the general direction of the County Executive. Does related work as required.

TYPICAL WORK ACTIVITIES:

Reviews and interprets existing and potential governmental policies and procedures and provides advice regarding same to the County Executive;

Provides guidance and advice to the County Executive in order to develop and implement responses to governmental problems and emergencies;

Attends meetings on behalf of or with the County Executive and makes recommendations regarding government operations, programs, fiscal strategies, etc.;

Chairs meetings, committees, and County Executive task forces, as assigned;

Acts as liaison to County departments, local municipalities, business leaders, and community groups, as assigned by the County Executive, especially regarding special projects, in order to gather and exchange information and develop recommendations for the County Executive;

Prepares a variety of reports, as needed;

Completes special projects, as assigned.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of Rockland County and local government structures; thorough knowledge of current public policy issues affecting the County of Rockland; good knowledge of the principles and practices of public administration; ability to evaluate programs and policies; ability to communicate effectively both orally and in writing; ability to establish cooperative relations with others.

MINIMUM QUALIFICATIONS: Qualifications determined by the appointing authority.