

COUNTY EXECUTIVE

DISTINGUISHING FEATURES OF THE CLASS: This is an elected position involving responsibility for the supervision, direction and control of the administration of all departments of county government. The work is performed pursuant to provisions of the Rockland County Charter and Administrative Code and also includes incidental powers to perform and exercise any duties and functions as may be legally designated. The County Executive is subject to all the obligations and liabilities lawfully granted or imposed by the Charter, Code or any applicable provision of any act of the State Legislature, local law, ordinance or resolution of the County Legislature, not inconsistent with the Charter or Code. Supervision is exercised over a number of administrative, professional and clerical employees. Does related work as required.

TYPICAL WORK ACTIVITIES:

Acts as the Chief Executive and Administrative Officer of the County Government;
Appoints the heads of county departments subject to confirmation by the County Legislature;
Supervises and directs the internal organization and reorganization of county departments and units, pursuant to the Charter and Code;
Acts as the Chief Budget Officer and prepares the proposed tentative county budget;
Prepares reports of financial and other transactions of the County, including reports of the departments of county government;
Appoints members of boards and commissions, subject to confirmation by the County Legislature;
Organizes and provides pertinent or required information to the County Legislature and makes recommendations regarding the operations of county government;
Authorizes county employees to attend conventions, conferences, schools, etc., as necessary and in accordance with laws and regulations;
Declares emergencies, when appropriate, and directs all activities necessary to ensure the well-being of County residents;
Designates County depositories and makes investment decisions, subject to the approval of the County Legislature;
Executes all grant applications, contracts and agreements on behalf of the County and enforces all resolutions and orders of the Legislature, in accordance with the Administrative Code;
Refunds taxes, in accordance with laws and regulations;
Authorizes the use of real property of Rockland County, in accordance with regulations;
Directs department heads or heads of agencies in executing memoranda of understanding or agreements between departments or agencies of the County, in order to provide services and control costs;
Administers county economic development plans;
Acts as County Purchasing Agent, pursuant to the Code and Charter.

(over)

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles, practices and techniques of administration; thorough knowledge of public administration, as it concerns local government; thorough knowledge of organizational planning and management; good knowledge of the principles and practices of governmental budgeting; ability to understand and interpret complex written material; ability to communicate effectively both orally and in writing; ability to establish and maintain effective relationships; ability to manage and supervise administrative, professional and clerical personnel in an office; ability to coordinate the various activities of several county departments.

MINIMUM QUALIFICATIONS: This is an elected position for a term of office of four (4) years.