

ASSISTANT TO THE COUNTY EXECUTIVE

DEFINITION

Under general direction, assist the County Executive by performing a variety of responsible administrative and research activities connected with county operation; represent the County Executive in public and private discussions at his discretion; and to do related work as required.

EXAMPLES OF DUTIES

Confers with the County Executive to develop policies; acts as interim department head for new programs while in developmental stage; analyzes and develops program plans and budgets; trains and orients new staff; supervises and coordinates specific projects requiring interdepartmental coordination; assists the County Executive by providing liaison with various boards and commissions; is responsible for providing follow-through action on their decisions and directives; reviews and makes recommendations for action by the County Executive; occasionally gives talks to interested civic groups; assists the County Executive in the preparation of the annual budget; assists department heads with operational problems.

EMPLOYMENT STANDARDS

Education and Experience: Any combination equivalent to a Bachelor' degree in public administration or a related field and four years of responsible administrative experience in a governmental agency or policy level position in private business administration.

Knowledges and Abilities: Knowledge of modern public and business administration management techniques and principles; knowledge of county organization and operation; ability to follow through on administrative programs; ability to correlate the various objectives of the government programs; and the ability to make effective verbal and written presentations to county elected officials, top managers, employees and the general public.