

DEPUTY COUNTY EXECUTIVE/CHIEF OF STAFF

PJC  
JG 58  
DJW/a

DISTINGUISHING FEATURES OF THE CLASS: This is a highly responsible administrative position in the County governmental structure directly under the County Executive. Duties involve the general direction and coordination of County activities in implementive policies through directives and reports on programs. The position entails a high degree of executive ability in making decisions and exercising independent judgment. Assists with the administration and coordination of County activities and acts for and in place of the County Executive. Does related work as required.

TYPICAL WORK ACTIVITIES:

Regularly consults with and advises the County Executive on problems and decisions relating to County operations;  
Consults with appointing officers on program activities, operating problems, and planned activities and recommendations;  
Reviews and evaluates departmental status and progress reports in relation to short and long range objectives;  
Recommends changes in administrative policies and programs to carry out the County's objectives more effectively;  
Coordinates the various County operations through meetings and conferences with County officials;  
Implements County policy decisions and administrative directives through an organization-communication system;  
Attends meetings and conferences with County Legislature, boards, commissions, and private groups as a representative of the County Executive;  
Acts for and in place of the County Executive in his absence and performs other duties as delegated by the County Executive.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of public administration;  
Good knowledge of governmental inter-relationship of Federal, State and local governments;  
Good knowledge of County functions and operations;  
Ability to analyze and to collect data on County needs;  
Ability to plan and organize data;  
Ability to work well with others and to develop good relationships with a variety of groups;  
Skill in oral and written communications, tasks, independent judgment, problem solving and decision making skill;  
Initiative;  
Good health;  
Physically capable of performing the essential functions of the position with or without reasonable accommodation.

MINIMUM QUALIFICATIONS:

- a) A Master's degree from a regionally accredited or New York State registered college or university in business or public administration, management, political science, or a related governmental occupation, and seven (7) years of responsible administrative experience of which five (5) years must have been in a managerial position; or:
- b) Graduation from a regionally accredited or New York State registered college or university with specialization in business or public administration, management, political science, or a related governmental occupation, and ten (10) years of responsible administrative experience of which five (5) years must have been in a managerial position; or:
- c) An equivalent combination of training and experience as defined by the limits of (a) and (b).

NOTE: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full time experience requirement.