

EXECUTIVE ASSISTANT- COUNTY EXECUTIVE (BUDGET)

Y-104
Exempt
JG X
MJE/a

DISTINGUISHING FEATURES OF THE CLASS: The work involves performing administrative duties of a staff nature in the Division of Budget, Management and Finance. The incumbent carries through to completion specific work projects relative to the operation of the division. The incumbent consults with department officials concerning new or altered administrative policies and is granted considerable leeway for exercise of independent judgment within the scope of assigned responsibilities. Work is performed under the general supervision of a higher-ranking administrative employee. Supervision may be exercised over a small clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Represents the Director of Budget, Management and Finance in contacts with the public and department officials;
Analyzes specifically assigned operating problems, assembling all pertinent facts and developing alternative recommendations to aid the Director in making final decisions;
Analyzes operations and operating needs and follows up on critical and urgent department matters;
Advises supervisor on remedial actions within his province;
Carries out special administrative assignments;
Assists and supervises in the preparation of the capital project request;
Prepares descriptions of new projects as well as reports for the legislature and committees;
Makes studies and recommends changes in organization;
Evaluates results of such changes;
Compiles reports;
Controls department requisitioning of technical and non-technical supplies.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of current administrative principles, procedures and techniques; good knowledge of organization and staffing methods; good knowledge of budgeting, financial and personnel procedures; good knowledge of the fundamentals of statistics; ability to make clear and accurate analyses of facts, figures, processes, etc.; ability to adapt to new regulations, policies and practices; ability to present data and reports clearly and concisely in oral and written form; good judgment; tact; initiative; dependability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A) Graduation from a regionally accredited or New York State registered four (4) year college or university with a Bachelor's degree and two (2) years of satisfactory administrative or supervisory experience in business, public or personnel administration, financial management, accounting or closely related field; or:
- B) Graduation from high school or possession of a high school equivalency diploma and six (6) years of satisfactory administrative or supervisory experience in business, public or personnel administration, financial management, accounting or closely related field; 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 requirements