

JUNIOR ADMINISTRATIVE CONSULTANT
(COUNTY EXECUTIVE)

Exempt
Job X
MJE/a

DISTINGUISHING FEATURES OF THE CLASS: The work involves assisting in the development and implementation of improved management systems and procedures. The incumbent handles many special County projects with outside agencies and charities and acts as a liaison between government and the non-for-profit sector. This is a technical and administrative position requiring extensive computer and design skills. Work is performed under the direct supervision of higher level administrative staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Represents the County Executive at the Erie County Legislature Committee meetings and writes follow-up reports;
Assists the Deputy County Executive with special projects with outside agencies and not-for-profits;
Provides technical support to the Senior Executive Staff on issues and with disseminating information to the media and the public;
Assists in writing and answering constituent mails and letters of greetings;
Designs, writes, and creates all Erie County proclamations and joint proclamations with the City of Buffalo;
Collects data related to studies conducted and then provides a written analysis;
Acts as a Notary Public and records and completes official documents for County departments outside agencies;

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the principles, procedures and terminology used in the Executive and Legislative Branches of Government; good knowledge of the procedures used in conducting governmental surveys and report writing, work measurement studies, solve problems and define priorities; ability to introduce new management methods to others; ability to plan, organize and present ideas clearly and concisely, both orally and in writing; tact; initiative and resourcefulness; dependability; physical condition commensurate with the demands of the position.

SUGGESTED QUALIFICATIONS:

Graduation from a regionally accredited or New York State registered four (4) year college or university with a Bachelor's degree in Business or Public Administration, Management Science,