

Civil Division: Oneida County Government
Jurisdictional Class: Exempt
EEO Category: Officials/Administrators
Revised: 04/05/06

ASSISTANT TO THE COUNTY EXECUTIVE

DISTINGUISHING FEATURES OF THE CLASS: The incumbent in this class serves as a liaison for the County Executive to all county departments and in all aspects of communications, public information, community relations and media relations. This encompasses providing leadership and administrative support in local joint planning activities. The incumbent also serves as a representative for the County Executive at public events. The incumbent is accountable to the County Executive. Supervision may be exercised over clerical staff. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Implements and administers policies set forth by the County Executive to ensure that proper management techniques are applied in conducting internal and external operations of departments;

Monitors and provides leadership for interdepartmental projects involving administrative challenges, new methods of delivering services, or modifying existing procedures. This includes prioritizing the needs in the community and how these needs can best be met, preventing duplication of services, and using to full advantage State and Federal programs;

Advises the County Executive on policy development;

Maintains cooperative relationships with communities in Oneida County, which may include both governmental and private agencies;

Provides opportunities for coordination among public and private agencies in Oneida County;

Assists constituents with their concerns and problems, working with them toward solutions;

Conducts general research for the County Executive;

Represents the County Executive in meetings or activities in the community, with governmental units, or other private organizations;

Consults with county Departments and organizes community outreach efforts between the County Executive and neighborhoods, schools, or other groups;

Coordinates, communicates, and maintains contact with the local media;

Organizes employee information and feedback services;

Organizes and produces public information and dialog forums in the communities of Oneida County;

Advises the County Executive of community and civic concerns and issues;

Assists in preparation of public presentations;

May serve as representative for the County Executive at public events.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Comprehensive knowledge of programs and their delivery system in Oneida County; working knowledge of organizational structure, goals, and policies of the County; ability to compile, analyze and interpret statistical data; ability to plan, organize, implement and evaluate multi-functional projects; effective communication skills, both written and oral; ability to facilitate dialogue and cooperation with a wide variety of people, public and private organizations, and interest groups; ability to understand and interpret financial data; excellent interpersonal skills.

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MINIMUM QUALIFICATIONS: Appointed on the basis of administrative experience and other such qualifications as the County Executive may determine appropriate.

Title change from "Human Services Coordinator"

Adopted: 02/08/82

Revised: 10/07/93, 03/28/95, 01/14/97, 01/08/03, 01/22/04, 03/08/04, 04/05/06