EXECUTIVE ASSISTANT TO THE COUNTY EXECUTIVE

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative position serving in a staff capacity as an Executive Assistant to the County Executive. The work involves responsibility for the day to day operations of the Office of the County Executive. Work is performed under the genera direction of the County Executive with discretionary latitude given for the exercise of independent judgment in performing assigned responsibilities. The Executive Assistant supervises clerical office personnel. Does related work as required.

TYPICAL WORK ACTIVITIES:

Makes inquiries into departmental related matters, as required;
Prepares back-up reports and resource materials for policy
    formulation for the County Executive;
Serves as County Executive's liaison with local, County, State
    and Federal officials, as appropriate;
Represents the County Executive at County and County related
    public meetings, as assigned;
Responsible for completing special projects for the County
    Executive;
Communicates with community and citizens groups on local and
    county resources and programs;
Prepares a variety of periodic and special reports as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of administrative practices;
Good knowledge of the principles and practices of organization
    and management;
Ability to express oneself clearly and concisely, both orally
    and in writing;
Ability to analyze facts and to exercise sound judgment;
Ability to prepare and maintain a variety of reports;
Ability to coordinate various projects and tasks from beginning
    to end with specific attention given to details;
Coordinate and oversee the work of office personnel.

MINIMUM QUALIFICATIONS:
To be determined by the appointing authority.

SPECIAL REQUIREMENT: Incumbents in this position are required by the County Legislature to reside within the County of Broome, OR an adjoining county (TIOGA, CORTLAND, DELAWARE OR CHENANGO) at all times during their employment in the title.

R494 12/15/11   Revised 10/25/21
Exempt