

Jurisdictional Class: Competitive
Adopted: January 24, 2001
Revised: May 28, 2010

LEGISLATIVE ASSISTANT TO THE COUNTY ADMINISTRATOR

DISTINGUISHING FEATURES OF THE CLASS: This is a professional position involving the independent resolution of administrative problems and the analysis of more complex problems for submission to the County Administrator. The incumbent performs management functions including, but not limited to: program planning, personnel supervision, fiscal management and reporting, and program evaluation. Work is performed under general direction with latitude for exercising independent judgment. The incumbent exercises direct supervision over the legislative staff. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Performs a wide variety of special assignments under the direction of the County Administrator;
Coordinates the activities of the departments and agencies when a specific problem involves more than one governmental agency;
Recommends changes to and assists in the implementation of administrative policies;
Performs special audits and analysis of departmental operations when requested or as pointed out as deficiencies by independent audit agencies who periodically review County operations;
Plans, supervises, and coordinates the operating and administrative functions of the department programs according to state, local, and federal regulations;
Supervises employees in the maintenance of financial reports, records, and data;
Assists the County Administrator in the preparation of negotiations materials;
Assists department heads in policy interpretation and administration;
Assists in the preparation of the annual budget;
Advises department staff on appropriate administrative procedures for agency policies;
Supervises personnel transactions, including reviewing candidate lists, processing appointments, scheduling job interviews, making recommendations, and maintaining files;
Responsible for the performance evaluations for clerical staff, coordinates performance evaluations for other employees, makes recommendations to the County Administrator for training, promotion, discipline, etc;
Prepares correspondence and reports as required;
Assists the County Administrator on the preparation of correspondence from Legislative Office and contacts with the media or general public as necessary;
Evaluates and makes recommendation to the County Administrator for needed equipment and supplies, record storage, office space, telephone system requirements, etc;
Direct and indirect supervision of various staff;
Assists in the preparation of resolutions for regular meetings and agendas for committee meetings including the responsibility for minutes after committee meetings;
Performs related work necessary for the efficient execution of administrative functions of the department.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles and procedures of office management to include ability to train and supervise employees in office methods and procedures;
Thorough knowledge of administrative supervision;
Thorough knowledge of inter-governmental relations;
Good knowledge of report writing and statistical interpretation;
Good knowledge of public relations practices and procedures;
Knowledge of the principles and practices of governmental accounting and budgeting;
Ability to organize and lay out work for others;
Ability to get along well with subordinates and others and to secure their cooperation;
Ability to analyze problems and make recommendations;
Ability to prepare and maintain written reports and records;
Ability to establish and maintain good relationships both within the county and with outside agencies;
Ability to supervise the work of others;
Ability to make mathematical computations;
Sound judgment.

MINIMUM QUALIFICATIONS: Either:

- (a) Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in Business or Public Administration, Economics, Political Science, or closely related field; or
- (b) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Business or Public Administration, Economics, Accounting, Political Science, or closely related field and two (2) years of administrative or supervisory experience, or program management experience; or
- (c) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Business or Public Administration, Economics, Accounting, or closely related field and four (4) years of administrative or supervisory experience, or program management experience; or
- (d) An equivalent combination of training and experience as outlined by the limits of (a), (b), or (c) above.

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.