

ASSISTANT TO THE CHAIRMAN OF THE COUNTY LEGISLATURE

DISTINGUISHING FEATURES OF THE CLASS:

This is the most important research and administrative staff work performed under the general direction of the Chairman of the County Legislature. It requires no supervision, but does entail personal contact with public officials at all government elections.

TYPICAL WORK ACTIVITIES:

1. Attends Legislature and Committee meetings and may prepare reports of the meetings for the Chairman of the Legislature;
2. Prepares reports of Committees relative to favorable or unfavorable action on programs and proposals under consideration;
3. Researches assigned areas and aspects of programs under consideration by the Legislature;
4. Acts as liaison between the Chairman of the Legislature and the Chairman of the Committees of the Legislature;
5. Researches, assembles and presents ideas, programs and techniques which are used by other Countries for the consideration of their adoption by Dutchess County;
6. Assists in composing various resolutions on request of Committees or their Chairman;
7. Examines State and Federal legislation to evaluate implications for the County and reports these finds to the County Legislature;
8. May perform public relations work and have contact with the general public at the discretion of the Chairman of the Legislature and/or the County Legislature;
9. Carries out assignments as designated by the Chairman of the County Legislature;
10. Attends meetings with the Chairman of the County Legislature and provides informational assistance when needed;
11. Assists the Chairman of the Legislature in community relation activities, representing him to news media and the general public, prepares, edits and releases new stories and conducts news conferences for the Chairman when so directed;
12. May act as liaison with department heads when directed by the Chairman of the County Legislature;
13. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of data gathering, data analysis and report writing techniques and procedures; good knowledge of administrative principles and practices; good knowledge of public relations, principles and practices applicable to a government agency; working knowledge of local government organization in New York State; ability to present data and reports clearly and concisely in both oral and written form; ability to establish successful relations and communications with others; ability to work independently; initiative; tact; good judgment; physical condition commensurate with the demands of the positions.

ASSISTANT TO THE CHAIRMAN OF THE COUNTY LEGISLATURE (Cont'd)

MINIMUM QUALIFICATIONS: (Recommended)

Graduation from a regionally accredited or New York State registered four year college or university with a Bachelor's Degree; or five years experience in a managerial or administrative capacity in a governmental agency or a business.