

DEPUTY COUNTY EXECUTIVE

DISTINGUISHING FEATURES OF THE CLASS: This is primarily administrative work of a complex nature involving responsibility for the overall supervision and administration of Rockland County departments and administrative units. The work is performed in accordance with the goals, policies, and mission of the County Executive and under the general direction of the County Executive. This position is distinguished from that of an Acting County Executive, who is appointed pursuant to section 3.03 of the Rockland County Charter. An individual in this position serves at the pleasure of the County Executive. Supervision is exercised over all staff within the Office of the County Executive. Does related work as required.

TYPICAL WORK ACTIVITIES:

Directs internal staff operations and personnel to insure the implementation of County Executive policies and operational goals;
Provides recommendations to the County Executive regarding issues of public interest, the efficiency and cost effectiveness of government operations, organizational structure, etc.;
Acts as the County Executive's representative and liaison at meetings with public and elected officials, the business community, community organizations, to resolve problems, plan projects, and develop initiatives;
Reviews departmental budget, personnel, and other requests, and resolves departmental problems on behalf of the County Executive;
Meets and consults with and provides guidance to other staff members in the Office of the County Executive to ensure effective coordination of overall and specific County activities;
Monitors and ensures the effective implementation of policies and directives issued by the County Executive, programs and projects, initiatives, etc.;
Prepares and/or supervises the preparation of a variety of reports;
Discusses a variety of issues (e.g. consolidations, organizational changes, policy modifications, labor relations, etc.) with the Budget Director, the Commissioner of Personnel, the Commissioner of Finance and/or the County Attorney makes recommendations to the County Executive on these issues;
Advocates the County Executive's policies and positions;
Establishes and coordinates procedures for effective staff responses to inquiries;
May act for and in place of the County Executive.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of Rockland County and local government structures and current public issues affecting the County of Rockland; ability to supervise managerial, professional, technical and clerical personnel; good knowledge of the principles and practices of public administration; ability to communicate effectively both orally and in writing; ability to establish and maintain cooperative relations with others; ability to understand and interpret legislation, manuals, policies, and other forms of written material.

MINIMUM QUALIFICATIONS: Qualifications determined by the appointing authority.