

## **DEPUTY COUNTY EXECUTIVE**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for assisting the County Executive in the administration of county affairs and county policies. Under the general direction of the County Executive, the incumbent coordinates, plans, organizes, directs and evaluates county departments and implements policies and programs. The Deputy County Executive interprets policies of the executive branch and enlists the cooperation of others in translating them into action. The Deputy County Executive may act for the County Executive in his absence and performs related duties as required.

### **TYPICAL WORK ACTIVITIES:**

Carries out assignments as designated by the County Executive;  
Assists with the organization, planning, management, and control of departments and divisions;  
Reports on progress of capital projects and non-recurring repairs and replacement projects;  
Represents the County Executive with boards, commissions and departments;  
Represents the County Executive with the legislative branch of government as directed;  
Assists with community and employee relations;  
Assists with the initiation and implementation of immediate and long range plans;  
Assists in establishing general policies and administrative procedures;  
Reviews policies and procedures for the County Executive and recommends changes as necessary;  
Keeps department heads informed at appropriate times on policy matters, relationships, and long range plans;  
Maintains appropriate and adequate records and reports;  
Conducts research and special studies;  
Follows up and reports on special projects of work within departments.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of public administration theories and practices;  
Thorough knowledge of organization planning and management;  
Good knowledge of public relations functions;  
Ability to meet and deal effectively with officials, employees and the general public;  
Ability to analyze facts and place them in the proper perspective;  
Ability to communicate effectively, both orally and in writing;  
Ability to execute policies;  
Ability to make difficult recommendations;  
Good powers of observation;  
Sound professional judgement;  
Integrity.

**MINIMUM QUALIFICATIONS:**

- (a) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Master's degree and three (3) years of administrative or managerial experience; or
- (b) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's degree and five (5) years of administrative or managerial experience; or
- (c) Completion of two years (60 semester hours) of study in a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees and seven (7) years of administrative or managerial experience; or
- (d) An equivalent combination of training and experience as defined by the limits of (a), (b), and (c) above.