

GENESEE COUNTY

ASSISTANT TO THE COUNTY MANAGER

DISTINGUISHING FEATURES OF THE CLASS: This is an important administrative position involving the responsibility of assisting the County Manager in the implementation of the mission of the County Government. The incumbent in this position has direct administration of assigned supervisory responsibilities. The work is carried out under the administrative direction of the County Manager with established policies and objectives. Considerable latitude is given for the exercise of independent judgment. The incumbent in this position must exercise a high degree of confidentiality. Does related work, as required.

TYPICAL WORK ACTIVITIES:

Assumes major administrative functions on an as needed basis including, but not limited to, general oversight of the Pre-School Handicapped Children's Program, STOP-DWI Program, and County ADA compliance;

Assist in the preparation of the Operating and Capital Budgets of the County, and evaluates the County's fiscal position in relation to the budget during the course of the year;

Undertakes research and analysis of policy issues under consideration by the County and prepares recommendations;

Works in conjunction with and coordinates the activities of the various units of the County Government including, but not limited to Criminal Justice Agencies, Human Services Agencies, Risk Management, Purchasing, and Housing Assistance, etc.;

Assists the County Manager in implementing the goals and objectives of the County Legislature;

Assists in the coordination and conduct of Collective Bargaining;

May report to the County Legislature upon request by the County Manager.

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND/OR PERSONAL

CHARACTERISTICS: Thorough knowledge of Federal, State and Local Government Laws and Regulations; thorough knowledge of principals and practices of County Government; good knowledge of Collective Bargaining practices; good communication skills, both written and verbal; initiative and resourcefulness; ability to project costs and revenues and evaluate financial trends; ability to evaluate an issue, conduct necessary research and develop alternative solution; ability to work well with the general public, staff members, and representatives of other agencies; ability to comprehend complex written and oral instructions.

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The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk, talk or hear.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

MINIMUM QUALIFICATIONS:

EITHER:

- A. Possession of a Master's Degree in Public Administration, Business Administration or closely related field and two (2) years of full-time paid experience in a responsible governmental administrative position;

OR:

- B. Possession of a Bachelor's Degree in Public Administration, Business Administration or closely related field and four (4) years of full-time paid experience in a responsible governmental administrative position.

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.

PART-TIME, PAID EXPERIENCE WILL BE PRO-RATED AS APPROPRIATE.

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Pending Class	3/1/95
Revised	6/9/97
Non Competitive	7/27/97
	6/20/00
	11/16/23

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.