

DUTIES STATEMENT

EXECUTIVE ASSISTANT TO THE COUNTY ADMINISTRATOR

TOMPKINS COUNTY

Department Administration
Classification Exempt
Labor Grade _____
Approved 03/18/87 per Bd. Res #72
Revised 5/01; 03/05;7/08
By AF: Commissioner of Personnel

DISTINGUISHING FEATURES OF THE CLASS:

The work is highly confidential and complex, involving responsibility for the preparation of a wide variety of high level administrative, database, analytical, and statistical reports regarding the County Administrator's Recommended Budget. The position is also responsible for non-standard analytical work directly for the Legislature, Deputy County Administrator as well as the County Administrator. This position regularly interacts directly with Department Heads, Agency Directors, and Elected officials. The essential nature of the work entails substantial understanding of County policies and procedures as the position has considerable autonomy and regularly exercises independent judgment. The incumbent works closely with the County Administrator in developing, reviewing, administering, and evaluating all county policies and procedures. Internal and external contacts with senior level external managers occur on a regular basis. Frequent interaction occurs with County Legislators, as well as senior management staff in the various County Departments. This position routinely utilizes a high level of computer skills including, but not limited to, word processing; graphic applications, spreadsheet programs, and complex database creation and maintenance. The incumbent reports directly to the County Administrator and the work is performed under general supervision with considerable leeway allowed for the exercise of independent judgment in analyzing problems, providing services, and dealing with County and external agencies. Unusual problems or situations not previously encountered are analyzed and prepared for County Administrator review before action is taken. This employee is responsible for supervising a small number of office clerical staff. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

Develops and maintains the County's Budget Database and prepares the County Administrator's Recommended Budget; Interfaces the Budget Database with Department data-entry modules and the Pentamation system and captures the Legislature's budget deliberations;

Develops, maintains and coordinates updates for the Capital Program;

Prepares highly confidential correspondence on matters both where policies and procedures have been clearly defined and where only a brief explanation is provided;

Plans and prepares the County budget documents for presentation to the Legislature, County Administrator and Deputy County Administrators;

Works Directly with Department heads and Agency Directors in preparing the Administrator's Recommended Budget;

Directs the data collection process in producing a County budget;

Prepares documents, reports, projections and presentations for a variety of activities that are related to County Administration (i.e. Budget Book, Capital and Debt Report, Public Forum Presentation, etc.);

Independently carries out a wide variety of complex procedures and projects as defined by the county Administrator;

Creates and maintains databases for the compilation of data and statistical analysis for the County Administrator and Legislators;

Maintains on-line policy manual. Updates and maintains the administrative policy and procedure manual by compiling suggestions for change, routing items to those who need them and sending approved changes to all manual users;

Prepares and distributes Budget and Capital Agenda and coordinates related materials;

Provides office management by overseeing County Administration office's daily operation (i.e. accounts payable, payroll, office coverage, supplies);

Provides executive support to County Administration, Prepares Legislative resolutions as needed, provides technical support and training to co-workers, special projects, and grant administration;

Provides advanced technical support to both the Deputy County Administrator and the County Administrator.

Coordinates budget submittals, analyzes data, creates budget reports, maintains databases, and monitors capital spending.

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EXECUTIVE ASSISTANT TO THE COUNTY ADMINISTRATOR (CONTINUED)

TYPICAL WORK ACTIVITIES (CONTINUED):

Primary responsibility for designing the budget databases, processes, training, initial analysis, and preparation of the County Administrator's recommended budget;
Performs maintenance of the Capital budget and integrates it with the overall budget;
Performs database design and assembling of data;
Analyzes submitted budgets and has responsibility for providing budget analysis and recommendations to the Legislature and County Administrator;
Maintains complex records involved in major county and external projects.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough understanding of New York State budget accounts and the County's program budgeting system;
Thorough knowledge of the terminology, practices and procedures of a wide variety of micro-computing applications;
Thorough knowledge of a wide variety of micro-computer applications such as computer spreadsheets, word processing and database application programs;
Thorough knowledge of the budget process and supporting programs;
Good knowledge of complex analytical and statistical tools and techniques;
Good knowledge of the organization, functions, laws, policies, and regulations of the County Legislature and the Department of Administration;
Excellent written and verbal communication skills;
Excellent listening skills;
High level of skill, precision and manual dexterity in the operation of a personal computer and its related software programs;
Ability to work effectively with elected and appointed officials at all levels of Government and non-profit agencies;
Ability to establish and maintain excellent relations with County Administrator, County Departments, the public, elected officials, as well as government and private agencies;
Ability to handle challenging administrative assignments independently;
Ability to perform close detailed work involving considerable visual effort and strain;
Ability to multi-task, display good judgment in solving complex clerical, mathematical, statistical, and administrative problems;
Ability to handle highly confidential information;
Excellent judgment in preparing complex analytical and statistical reports;
Accuracy, integrity, resourcefulness and good judgment are required;
The employee's physical condition shall be commensurate with the demands of the position.

SUGGESTED MINIMUM QUALIFICATIONS: EITHER:

- (a) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Accounting, Business Administration or related field **AND** two years of full-time paid (or the equivalent part-time and/or volunteer) experience in an office management or senior level clerical position; **OR**
- (b) Graduation from a regionally accredited or New York State registered two-year university with an Associate's degree in Accounting, Business Administration or related field **AND** four years of full-time paid (or the equivalent part-time and/or volunteer) experience in an office management or senior level clerical position; **OR**
- (c) Graduation from high school or possession of a high school equivalency diploma **AND** six years of full-time paid (or the equivalent part-time and/or volunteer) experience in an office management or senior level clerical position; **OR**
- (d) Any equivalent combination of training and experience as described in (a), (b), and (c) above.

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