

NEW CASTLE COUNTY GOVERNMENT

Number 0169

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Date 05/01/01

CLASS SPECIFICATION

Title: EXECUTIVE ASSISTANT III

Approved:



GENERAL STATEMENT OF DUTIES: Performs highly responsible staff work assisting the County Executive and Chief Administrative Officer in carrying out their duties and responsibilities and, subject to the policies and directions of the County Executive and Chief Administrative Officer, shall have specific duties in relation to the supervision of the executive and administrative agencies of the County; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class serves as the special assistant to the County Executive and the Chief Administrative Officer. Duties include assistance in the preparation of goals, programs and budgets for the County Executive and coordination and supervision of the various non-departmental activities falling under the responsibility of the County Executive. The work involves the development of a broad intergovernmental coordination program concerning information collection and dissemination, coordination, technical assistance and service, interagency liaison, intergovernmental liaison, state/federal grants. This employee gives guidance and interpretation to general managers as requested or assigned by the County Executive. Under general policy supervision of the County Executive, the employee has wide latitude for discretion in devising and modifying management and liaison procedures and processes.

EXAMPLES OF WORK: (Illustrative only)

- Assists in the preparation of goals and objectives for the County Executive's Office;
- Monitors the operations of specific County agencies as required by the County Executive or the Chief Administrative Officer;
- Supervises the operations and directions of those activities relating to revenue sharing, criminal justice planning, federal aid coordination, clearing-house activities;
- Controls the application for federal aid and provides liaison between the County Executive and various federal, state and local agencies relating to federal aid;
- Monitors local government programs being considered by the U. S. Congress and the State Legislature;
- Encourages the development of proposals and applications for state and federal grants-in-aid and assistance based on County policies, goals and objectives;
- Insures that departments comply with all grant requirements;
- Maintains constant tracking of all grant programs from initial inquiries until final audit by funding agency;

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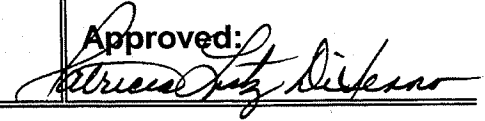
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Date 05/01/01

CLASS SPECIFICATION

Title: EXECUTIVE ASSISTANT III

Approved:



- Maintains liaison as needed between the County and various other federal, state and local agencies as needed in relation to specific projects assigned;
- Performs special management reviews of County agencies as required by the County Executive or the Chief Administrative Officer;
- May represent the County Executive on boards or committees where the Executive holds ex-officio membership;
- Performs research, liaison, etc., in cooperation with the County Council staff in providing policy formulation alternatives;
- Serve as focal point for coordinating County activities with municipal governments;
- Assist in special projects as assigned to provide necessary staff assistance to increase the County's ability to respond to certain crisis situations;
- Promotes an ongoing attitude of dedication to excellent public service and ensures that external and internal customers are provided with the highest quality of service;
- Operates a data processing terminal, personal computer and other related equipment in the course of the work.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Thorough knowledge of the operations of federal, state and local governments, especially of New Castle County Government; good knowledge of the procedures for gaining federal and state financial assistance; thorough knowledge of the principles and practices of public administration; good knowledge of program reporting techniques; ability to conduct research and analysis; ability to communicate courteously and effectively, both verbally and in writing; ability to make effective presentations before groups; ability to maintain effective working relationships with County and other personnel; ability to pass a Class III County physical examination.

ACCEPTABLE EXPERIENCE AND TRAINING: At least three years administrative experience with supervisory responsibilities involved, preferably related to governmental activities, and possession of a Bachelor's Degree from an accredited college or university with major course work in political science, public administration, business administration, government or related field; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

HISTORY OF REVISIONS:

Established: 05/23/74
Revised: 09/18/89
Revised: 02/14/94
Revised: 07/01/97
Revised: 05/01/01