

DISTINGUISHING FEATURES OF THE CLASS: The work involves assisting the County Administrator and Deputy County Administrator by developing communications networks and improving communications between departments with employees and the public at large. The incumbent is also responsible for conducting research and analysis regarding special projects or issues facing the County. Duties are performed independently under general supervision with considerable leeway permitted for the exercise of independent judgment in accomplishing program objectives. Supervision of the work of others is not a responsibility of this class. An Information/Research Specialist does related work as required.

TYPICAL WORK ACTIVITIES:

- Maintains contact with the press, legislative correspondents, community and professional associations, and the news departments of radio and/or television stations, Department Heads, disseminating information regarding County functions and activities;
- Prepares and/or edits news releases, radio, and/or television spot announcements, feature articles, pamphlets, posters, and other informational materials;
- Oversees and approves layout and other production matters in the publication of materials;
- Works with departments to develop material and to resolve details of manuscripts and illustrations;
- Advises superiors on the public relations aspects of County programs;
- Conducts research and provides analysis regarding special projects or issues facing the County;
- Prepares reports and plans including conclusions and recommendations for the solution of administrative problems;
- Presents statistical information by computer readouts, graphs, charts, tables, written reports, or other methods;
- Participates in and provides feedback to and from a variety of committee, inter-agency task force, and other forums;
- May assist in the preparation of the Countywide budget and annual reports;
- Utilizes a personal computer to arrange, organize, and present a variety of reports related to County activities.

FULL PERFORMANCE KNOWLEDGES, SKILLS ABILITIES, AND PERSONAL

CHARACTERISTICS: Working knowledge of electronic computer programming principles and concepts; working knowledge of English composition and grammar; knowledge of business statistics; skill in communicating effectively both orally and in writing; ability to analyze and organize complex data and prepare and to prepare records and reports concisely; ability to develop effective working relationships and deal diplomatically with the public, subordinates, and other work contacts; ability to readily acquire a familiarity with an agency's programs, goals, objectives, and operations; ability to prepare and interpret statistical analysis regarding agency services; initiative; resourcefulness; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS: Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree, which must have included the successful completion of six (6) credit hours in computer science and six (6) credit hours in English.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Adopted: