GENERAL SUMMARY
This position serves as a key advisor to the Executive in support of the Executive’s goals and strategic objectives. This is an appointed, at-will position. Council confirmation is not required.

ESSENTIAL FUNCTIONS & PRIMARY RESPONSIBILITIES
Essential functions are the basic job duties that an employee must be able to perform, with or without reasonable accommodation. This list of essential functions is intended to be representative of the duties performed within this classification. The omission of a function does not preclude management from assigning essential duties not listed if such duties relate to the position.

- Serves as a strategic advisor to the Executive and staff for assigned issues.
- Develops and supports department implementation of initiatives authorized by the Executive.
- Represents the Executive on committees and teams.
- Serves as the liaison between the Executive and assigned internal and external stakeholders, elected officials and departments to advance the Executive’s strategic agenda.
- Monitor program performance and recommend structural and operational improvements.
- Keep the Executive and/or Chief of Staff apprised of, and appropriately involved in, significant actions undertaken on the Executive’s behalf. This includes informing the Executive and/or COO of initiatives under consideration and receiving authorization prior to proceeding with development and execution.
- Conform to the County Charter Code, Finance, HR and IT Policy and Procedures Manuals, and applicable portions of the Administrative Guidelines.
- May supervise or lead staff as assigned.
- Maintain regular and predictable attendance during regularly scheduled work hours at assigned worksite or remotely as appropriate.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS
Education and Experience
Bachelor’s Degree in Business, Economics, Political Science, Public Administration or related field and three (3) years of related experience or any combination of education and experience that can clearly demonstrate the ability to perform the essential functions of the job.

OTHER JOB REQUIREMENTS
Must meet travel requirements and authorize and complete a background check prior to employment.

PREFERRED QUALIFICATIONS
Advanced degree preferred.

SUPERVISION

Date Created: 1/2021
This position may supervise lower level staff as assigned based on the needs of the department.

COMPETENCIES
Knowledge of:
• County government and applicable laws, codes, regulations and policies.

Skill in:
• Working with a variety of individuals from diverse backgrounds.

Ability to:
• Communicate both verbally and in writing in order to provide regular updates and recommendations to the Executive and/or Chief of Staff as requested and with other county employees, the community, elected officials, and other agencies, municipalities and the business community.

WORKING ENVIRONMENT/CONDITIONS
The work environment and exposures 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.

<table>
<thead>
<tr>
<th>Exposures</th>
<th>Frequency Working in Designated Environment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individuals who are hostile or irate</td>
<td>Sometimes</td>
</tr>
<tr>
<td>Extreme cold (below 32 degrees)</td>
<td>Seldom or Never</td>
</tr>
<tr>
<td>Extreme heat (above 100 degrees)</td>
<td>Seldom or Never</td>
</tr>
<tr>
<td>Communicable diseases</td>
<td>Seldom or Never</td>
</tr>
<tr>
<td>Moving mechanical parts</td>
<td>Seldom or Never</td>
</tr>
<tr>
<td>Fumes or airborne/blood borne</td>
<td>Seldom or Never</td>
</tr>
<tr>
<td>Toxic or caustic chemicals or substances</td>
<td>Seldom or Never</td>
</tr>
<tr>
<td>Loud noises (85+ decibels such as heavy trucks, construction)</td>
<td>Seldom or Never</td>
</tr>
</tbody>
</table>

PHYSICAL DEMANDS
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.

This position is generally sedentary. Employee sits most of the time but may walk or stand for brief periods. Must be able to operate a personal computer and related office equipment necessary to perform the essential functions of the job.