

# NEW CASTLE COUNTY GOVERNMENT

Number 0194

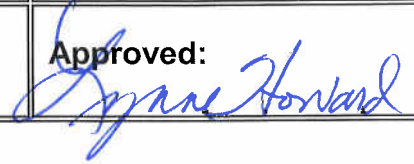
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Date 12/14/10

## CLASS SPECIFICATION

**Title:** POLICY DIRECTOR FOR THE COUNTY EXECUTIVE

**Approved:**



GENERAL STATEMENT OF DUTIES: Researches and prepares reports and legislation on issues and areas of interest for the County Executive; handles the sharing and dissemination of information; acts as a liaison with County Council, federal, state, and other agencies; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class acts as a liaison for the County Executive with other governmental agencies. This employee works under the general direction of the County Executive.

### EXAMPLES OF WORK (Illustrative Only):

- Acts as a liaison for the County Executive with Delaware's federal delegation, the General Assembly, municipal governments, County Council, federal, state, and local agencies;
- Prepares legislation for the County Executive;
- Promotes the agenda and platform of New Castle County;
- Gathers information from County Council, federal, state, local, and other agencies as it may relate to research projects;
- Ensures a mutual sharing of information with other agencies;
- Interacts with government officials, agencies, professionals, and the public as required;
- Advises the County Executive of pending County-related legislative initiatives both at the state and federal levels;
- 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 personal computer, and other related equipment in the course of the work.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Thorough knowledge of research methods and techniques; ability to conduct research and analysis and make valid recommendations; ability to communicate courteously and effectively, both verbally and in writing; ability to make effective presentations before groups; understanding of State and County government and the legislative process; ability to work independently and proactively; ability to establish and develop effective working relationships with government officials and agencies; dedication to excellent customer service; advanced analytical, evaluative, and critical thinking skills.

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**Title:** POLICY DIRECTOR FOR THE COUNTY EXECUTIVE

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**MINIMUM QUALIFICATIONS:** At least five (5) years of related experience at a senior staff level and possession of at least a Bachelor's Degree from an accredited college or university with major course work in public administration, public policy, or related field; or an equivalent combination of experience, education or training directly related to the required knowledge, skills, and abilities.

**ADDITIONAL REQUIREMENTS:** Must pass a Class III County physical examination and background check.

**HISTORY OF REVISIONS:**

Established: 01/11/05

Deleted: 12/01/05

Reestablished: 12/14/10