

DIRECTOR OF RESEARCH AND OPERATIONAL PROGRAMS

DISTINGUISHING FEATURES OF THE CLASS: This is a managerial position in the Office of the County Executive responsible for research, public communications and relations work and legal review performed in the implementation of informational programs for County government. This position is responsible for researching, collecting and providing information which may result in determinations made by high level administrative staff. These determinations may have economic and budgetary implications of considerable impact on public, interdepartmental agencies and groups in the County. Work is performed under the general direction of a higher level employee with latitude for the exercise of informed judgment in carrying out work assignments to promote the County's programs. This position is privy to information relating to a number of confidential and sensitive issues that are generated from the County Executive's office or within County government. Work is often performed outside of conventional hours and under tight and changing deadlines. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following as directed, as well as other related activities not described.

Collaborate with teams of experts to ensure goals are met with appropriate strategy, within budget and according to schedule and legal review;

Review communications as directed for concerts, festivals, museum events and community education programs;

Research, coordinate and integrate social media into current interdepartmental county operations;

Research, review and evaluate programs for county-wide administration, ensuring effective implementation by maintaining liaison with departments to provide guidance and review prepared materials;

Assists in the preparation and review of communication materials, programs and projects, both in written and automated formats;

Acts as liaison with internal county departments as necessary;

Keeps abreast of current or emerging issues that have an impact on the operations of Ulster County;

Gathers confidential data and other information as needed and requested;

Prepares reports, power point presentations and other types of presentations as required;

Attends fiscal and policy planning meetings to provide input and to prepare communication;

Maintains a variety of databases and files with contact information and reference materials on a wide variety of topics which would be useful to the County Attorney, Finance or other departments;

May write, edit and review drafts and final texts of any correspondence;

Researches and compiles statistical and informational data and prepares written and oral presentations as needed;

Attends conferences, meetings, seminars and presentations to gather information.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of research techniques; thorough knowledge of the principals and practices of effective verbal and written communications; thorough knowledge of writing style, vocabulary, spelling and grammar; good knowledge of the use and limitations of various media needed to reach specific audiences of importance to particular agencies or interest groups; good knowledge of the functions, goals and programs of county agencies; good knowledge of finance and budget; ability to use computer applications such as spreadsheets, word processing, e-mail, database and photographic software; ability to research and verify information and develop it into a variety of informative reports; ability to develop and maintain effective relationships with a wide variety of people including government officials, agency representatives, media personnel and the public; ability to proofread prose and graphic materials and edit the work of others; ability to exercise integrity, courtesy, tact and good judgment in maintaining the confidentiality of issues and programs that are under consideration; personal characteristics commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in Finance, Business Administration, Public Administration, Public Policy, Public Relations, Legal Studies, Journalism, Communications or a closely related field; **OR**
- B. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Finance, Business Administration, Public Administration, Public Policy, Public Relations, Legal Studies, Journalism, Communications or a closely related field and two (2) years of management or administrative experience; **OR**
- C. Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Finance, Business Administration, Public Administration, Public Policy, Public Relations, Legal Studies, Journalism, Communications or a closely related field and four (4) years of management or administrative experience; **OR**
- D. An equivalent combination of training and experience as defined by the limits of A, B and C above.

ULSTER COUNTY

2555 DIR RSH OP

Classification: Proposed Non-Competitive

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Adopted: September 14, 2017

Revised: July 22, 2019

Revised: May 14, 2020