

MONTGOMERY COUNTY CLASSIFICATION SPECIFICATION: 8/04/98	CLASS TITLE: COMMISSIONER'S ASSISTANT	CODE: 62113
	MAJOR AGENCIES: BCC (BOARD OF COUNTY COMMISSIONERS - ONLY)	PAGE: 1 OF 1

CLASS CONCEPT:

Management level as assistant to a commissioner under general managerial direction of a County Commissioner requiring thorough knowledge of management principles/techniques, supervisory principles/techniques and agency policies & procedures regarding program activities of the Board of County Commissioners in order to assist in program direction by relieving superior of non-routine administrative duties & formulate & implement program policy or perform all of proceeding and supervise assigned staff. Performs the material and substantial duties of the classification more than 50% of the time.

RANK	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	Represents commissioner (e.g., independently answers complex and/or confidential correspondence, serves as liaison between commissioner, constituents and administration, represents commissioner at meetings and conferences), researches policies and makes recommendations, conducts meetings.	N/A
2	Directs the public relations activities of the commission office (e.g., develops press releases, responds to media requests and inquiries, researches and responds to public complaints and inquiries, furnishes information and explains programs and policies to public, coordinates public appearances by commissioner), prepares and administers commission office budget, authorizes expenditures and purchases and supervises assigned staff.	
3	Researches and analyzes programs, procedures and policies, provides technical advice to aid commissioners in decision making, prepares and administers budgets, authorizes expenditures and purchases, performs public relations duties, furnishes information and explains programs to public, prepares and makes news releases. (Performs Related Duties As Required)	

UNUSUAL WORKING CONDITIONS:	MINIMUM CLASS REQUIREMENTS: (Including License, If Any) N/A (Other Evidences May Be Substituted)	TRAINING & DEVELOPMENT:
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