



CLASS SPECIFICATION FOR:

**Assistant to the County Manager**  
(Board Affairs)

**General Statement of Duties:**

Performs a wide variety of highly responsible, and often highly visible, duties in support of County administration and officials, primarily the County Manager and the County Board of Supervisors (BOS); serves as liaison for designated County administration and officials with the public, legislators, regulatory agencies, regional partners, etc. as assigned; monitors or manages special projects and assignments; does related work as required.

**Distinguishing Features of Class:**

Incumbents are assigned to the County Manager's Office or the Board of Supervisors Office and routinely work closely with department heads, key County officials, other public officials and the public to monitor and promote the interests of Henrico County. Assignments are typically delegated by the County Manager or the County BOS and include managing the official records and logistics for the BOS; handling special projects to completion; serving as liaison and collaborating with County, local, state, regional and other relevant legislators and officials, community and special interest groups, and other relevant stakeholders; performing complex research and data analysis; compiling large amounts of research and information, which may also include assessing potential impact, developing options and making recommendations; preparing speeches, reports, presentations and other materials as assigned; and a wide variety of other highly responsible, confidential, or sensitive duties as assigned. Through frequent daily meetings, discussions and other contacts with the County Manager and/or County BOS, the incumbent is required to stay well informed and up to date on current and anticipated projects, needs, issues and developments in the conduct of County government. Requires wide-ranging proficiencies in political savvy, interpersonal and communication skills to interact effectively and productively with diverse target audiences and stakeholders.

**Examples of Assigned Duties** (*illustrative only of the types and scope of duties and responsibilities that may be assigned to positions in this class*):

- Maintains a thorough working knowledge and understanding of the County's operations, key personnel, department heads, key officials, other public officials with administrative, managerial or oversight responsibilities impacting the interests and operations of the County;
- Maintains a thorough working knowledge and understanding of legislative processes;
- Serves as the County's primary liaison for the County BOS by preparing and maintaining the official records of the BOS, attending all BOS meetings and work sessions, recording actions, preparing official minutes and summaries of meetings, managing the office's activities including finances and budget, collaborating with and advising heads and other County staff on matters pertaining to Board of Supervisors meetings and functions, coordinating BOS meetings, presentations and work sessions, organizing BOS-related constituent meetings, triaging and handling calls and concerns from constituents including collaborating with the appropriate County personnel and handling related communications, handling the logistics of staffing County Boards and Commissions;
- Collaborates closely with department heads, key County administration and officials, County Attorney's Office, other public officials, the public and other relevant internal and external stakeholders to resolve identified issues, manage special projects, and to monitor and promote the interests of Henrico County;
- Handles special projects and assignments, which may include handling research and special studies and preparing reports with findings, impact assessments and recommendations;
- Compiles and analyzes data and documents to interpret and assess their significance to County goals and objectives;
- Prepares and organizes materials for meetings, presentations and special projects;
- Prepares and organizes various types of internal and external communications, reports, presentations, etc.;
- Serves on various committees as assigned, which may include local, state, regional, etc.;
- Actively participates in, or leads as required, scheduled meetings and work-related activities;
- Meets with and may give presentations to various internal and external stakeholders, organizations, and interest groups;
- May be required to work a flexible schedule with minimal notice;
- Performs other duties as assigned.

**Required Knowledge, Skills and Abilities:**

Considerable knowledge of the principles and practices of local governmental administration; considerable knowledge of public administration; considerable knowledge of legislative processes; sound working knowledge of local finance administration; sound working knowledge of sources of information related to problems of local government; personal accountability and professional integrity; ability to develop comprehensive plans and projects from general instructions; sound project management skills;



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demonstrates sound computer skills including proficiency with typical business software, proprietary software and applications necessary to complete assigned responsibilities; demonstrated ability to accurately multi-task and maintain excellent attention to detail and organization skills; excellent time management, follow-up and follow-through skills; demonstrated ability to plan, coordinate and execute work assignments and projects accurately and appropriately to achieve intended goals and outcomes; ability to successfully complete assigned duties in a timely manner within established deadlines, specifications, regulations and budgets; consistently sound judgment and political savvy; excellent listening skills and objectivity; excellent critical thinking and problem solving skills with the ability to appropriately recognize, analyze, respond to and resolve a wide variety of questions and issues with minimal guidance, often proactively; ability to accurately synthesize complex data and situational variables, consider and weigh a variety of relevant factors and make viable determinations, decisions and recommendations; ability to read, and consistently comprehend, interpret, apply and communicate complex and technical information accurately to diverse audiences of internal and external stakeholders; excellent understanding of the County's demographics, including influencing cultural and socioeconomic factors; excellent interpersonal and communication skills with the demonstrated ability to meet and interact professionally with the public and relevant internal and external stakeholders and discuss a wide range of plans, goals, needs, concerns, issues, problems and complaints tactfully, courteously and with understanding; ability to establish and maintain positive and productive working relationships with County department heads, key County administration and officials, all other County employees, and diverse array of legislative, regulatory and public stakeholders; excellent written and verbal communication skills, with the ability to communicate professionally with diverse audiences of internal and external stakeholders; ability to work independently and as part of a team; ability to collaborate effectively to establish and maintain good working relationships with relevant internal and external stakeholders. Requires the ability to work a flexible schedule as needed.

**Minimum Education and Experience:**

Education: Four (4) year degree in public administration, political science or other relevant field;

Experience: Five (5) years of progressively responsible experience in local government administration or legislation;

OR: Any equivalent combination of education, experience and training which provides the required knowledge, skills and abilities.

**Additional Requirements:**

**NOTE:** Effective 4/1/2009 County Ordinance 1128 requires a criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.

**NOTE:** All employees are required to successfully complete National Incident Management System (NIMS) Incident Command System (ICS) 700 (Introduction) training. Successful completion of additional NIMS ICS training courses may be required based on the job classification, level of responsibility, and department. Please refer to Fire's Intranet site for a list of NIMS ICS requirements by job classification.

- Valid driver's license to perform assigned duties at various locations.