

COUNTY EXECUTIVE

DISTINGUISHING FEATURES OF THE CLASS: This class functions as the executive head and chief of government of Putnam County. An incumbent is elected to this office in the manner prescribed by the Putnam County Charter. This class has responsibility to organize, develop and direct county governmental operations consistent with the provisions of the Putnam County Charter and other applicable laws. Administrative supervision is exercised over all county employees and personnel. Extensive contacts occur with key elected, managerial and professional personnel of the federal, state and local levels as well as other interested personnel from both public and private sectors.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Formulates general countywide policies in cooperation with the Putnam County Legislature, and directs their implementation through major department heads,
Counsels with department heads on complex or unusual problems and settles matters not covered by policy,
Recommends annual budget to the County Legislature, for the operation and administration of the county government, and to establish the tax levy,
Pursuant to the County Charter, selects and appoints non-elective department heads and maintains general direction over the programs of their agencies;
Informs the County Legislature of the condition of the county and reviews, and approves or vetoes all legislation,
Coordinates the county administration and governmental functions with State and Federal agencies,
Heads major county government committees such as the Capital Projects Committee;
Performs a variety of relative activities as required.

Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

MINIMUM QUALIFICATIONS: This is an elected position for a term of four (4) years.