



Steven M. Neuhaus
County Executive

**ASSISTANT TO THE COUNTY EXECUTIVE
ORANGE COUNTY GOVERNMENT
OFFICE OF THE COUNTY EXECUTIVE**

Resumes are being accepted for the position of Assistant to the County Executive. The individual to be hired for this position will have the responsibility for production of public information and its dissemination, including press releases and with a special emphasis on social media skills, and other duties as assigned, to assist in the effective operation of the Office of the County Executive. Duties are performed under the general direction of the County Executive with wide latitude allowed for the exercise of independent judgment.

MINIMUM QUALIFICATIONS: Bachelor's degree preferred and exceptional writing and communications skills, presentation experience, excellent working knowledge of presentation software and social media platforms and any combination of training and experience deemed necessary and acceptable by the County Executive.

The salary will be commensurate with experience. Competitive benefits package includes comprehensive health, dental and vision insurance, long term disability insurance, and NYS Retirement.

Competitive examination is not a requirement for this position.

**FINAL CANDIDATES MUST SUBMIT TO A FINGERPRINT CHECK AND CRIMINAL HISTORY
AND BACKGROUND INVESTIGATION.**

SEND RESUME TO:

**OFFICE OF THE COUNTY EXECUTIVE
ATTN: HARRY PORR
255 MAIN STREET
GOSHEN, NEW YORK 10924**

Or by Email To:

HPorr3@orangecountygov.com Or ceoffice@orangecountygov.com

Open announcement until position is filled

Employment applications can be downloaded from Orange County's website. Please visit www.orangecountygov.com and follow the link to the Department of Human Resources

Equal Opportunity Employer
www.orangecountygov.com

Revised : 02/20/24