

CITY OF RYE JOB OPPORTUNITIES

Current job opportunity offered by the City of Rye as of March 5, 2018:

Please review attached Job Description & Required Qualifications

Secretary to City Manager

Annual Salary Range \$75,000-90,000

Position is in the Administrative Pay Group (Non-Union)

Additional duties and information:

Meets with residents and general public to assist in resolution of issues

Must be experienced in Microsoft Office Suite

Expressions of interest must be received no later than 5:00 p.m., March 23, 2018.

Please complete a City of Rye application, and submit with resume, cover letter and short writing sample to:

City of Rye Personnel
1051 Boston Post Road
Rye NY 10580
Email: hr@ryeny.gov

SECRETARY TO CITY MANAGER
(PEEKSKILL, RYE)

GENERAL STATEMENT OF DUTIES: Under general direction, assists the City Manager with administrative detail, personnel procedures and performs general secretarial work; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This is highly important secretarial and record keeping work involving responsibility for the performance of a number of varied and unrelated tasks. Work involves some independent judgment in the application of prescribed methods and procedures. There is considerable contact with the public and care must be exercised to relieve the City Manager of contacts which should be made with subordinates.

EXAMPLES OF WORK: (Illustrative Only)

Receives all visitors and handles all phone calls into City Manager's office and refers calls to City Manager and/or proper department heads;

Makes appointments for City Manager, arranges conferences and meetings;

Takes and transcribes City Manager's dictation, either orally or through machine dictation;

Opens and screens mail for City Manager, Mayor and/or Council;

Prepares City Council agenda and weekly information packets;

Compiles data and prepares reports;

Prepares replies to routine correspondence;

Maintains general and confidential files;

Orders supplies;

Assists in the preparation of City budget;

Handles special projects, assignments, reports as deemed appropriate by City Manager.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Thorough knowledge of the responsibilities of an executive secretary; good knowledge of office terminology, procedures and equipment; good knowledge of business arithmetic and English; ability to take and transcribe dictation at a satisfactory rate of speed, if required; ability to type accurately at a satisfactory rate of speed; ability to understand and follow oral and written directions; ability to get along well with others; clerical aptitude; mental alertness; good judgment; neatness in appearance; accuracy; tact and courtesy; physical condition commensurate with the duties of the position.

SECRETARY TO CITY MANAGER
(PEEKSKILL, RYE)

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SUGGESTED EXPERIENCE AND TRAINING: Graduation from high school and in addition, either: (a) two years of study in a recognized college or university, or (b) two years of secretarial experience, or (c) an equivalent combination of foregoing training and experience as indicated in (a) and (b).

Cities of Rye & Peekskill
J. C.: Exempt
1

Job Class Code: 0029



CITY OF RYE EMPLOYMENT APPLICATION

CITY OF RYE
CITY HALL • RYE, NEW YORK 10580
TELEPHONE (914) 967-5400

PLEASE ANSWER ALL QUESTIONS. IF A QUESTION DOES NOT APPLY WRITE IN N/A. IF YOU REQUIRE MORE SPACE TO ANSWER ANY QUESTIONS, ATTACH A SEPARATE SHEET.

PERSONAL DATA

Last Name _____ First Name _____ Middle _____

Address _____ Telephone _____

City _____ State _____ Zip Code _____

Social Security Number _____ Email Address _____

How were you referred to the City of Rye?

_____ Agency _____ School _____ Advertisement _____ Direct Contact _____ Other

Name of referral source _____

Have you ever been convicted of a crime? (exclude traffic violations) Yes _____ No _____

If so, please indicate when, where and disposition of offense:

(Conviction of a crime is not an automatic bar to employment - - each case is considered on individual merits)

Are you a citizen of the United States? Yes _____ No _____

If not, do you have a legal right to remain in the United States? Yes _____ No _____

Do you have papers permitting you to work in the United States? Yes _____ No _____

What type of a position are you applying for? _____

If offered a position, when can you start? _____

What are your salary requirements? _____

Are you currently on any Civil Service Lists? Yes _____ No _____

If so, for what positions? _____

EDUCATION

Circle highest grade completed: 6 7 8 9 10 11 12 GED College: 1 2 3 4 5

Dates Attended	Institution	Course of Study	Degree	Degree Attained (Y/N)
	High School			
	College			
	Address			
	Graduate School			
	Address			

Please indicate additional training, workshops, or certificate programs related to the position for which you are applying:

Name of Institution _____

Address _____

Dates Attended _____

Type of degree/program _____

Did you receive a degree/certificate? Yes____ No_____

Name of Institution _____

Address _____

Dates Attended _____

Type of degree/program _____

Did you receive a degree/certificate? Yes____ No_____

EMPLOYMENT HISTORY

List below all periods of employment, during the past five years.
If unemployed during this period, write "unemployed" in the space headed "Firm Name", followed by the reason for such unemployment.

<u>FROM</u> <u>Mo. / Yr.</u>	<u>TO</u> <u>Mo. / Yr.</u>	<u>Firm Name</u>	<u>Address</u>	<u>City & State</u>

Description of Experience -- Describe in detail all employment pertinent to the position sought:

1. Company _____ Employed from _____ to _____
Address _____
City _____ State _____
Nature of Business _____
Name & Title of Supervisor _____
Telephone (_____) _____ Your title _____
Starting salary _____ Current or last salary _____
Duties Performed _____

2. Company _____ Employed from _____ to _____
Address _____
City _____ State _____
Nature of Business _____
Name & Title of Supervisor _____
Telephone (_____) _____ Your title _____
Starting salary _____ Current or last salary _____
Duties Performed _____

MILITARY RECORD

Have you served in the United States Armed Forces? Yes _____ No _____

Which service _____ Date Entered _____

Date and type of Discharge _____

Rank _____ Serial Number _____

REFERENCES

Professional and Personal (not relatives or previous employers)

	<u>Name</u>	<u>Address</u>	<u>Business</u>	<u>Years Known</u>
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

May we contact your present employer as a reference? Yes _____ No _____

GENERAL INFORMATION

Please discuss here any additional information which might qualify you for the position sought.

Note: Federal and New York State Law prohibit discrimination because of race, color, creed, national origin, age, sex or disability. Under New York Civil Service Law appointments to competitive class positions not made from an appropriate eligible list, and appointments to positions in the noncompetitive class, are subject to successful completion of an appropriate examination.

Date

Signature