

EXECUTIVE SECRETARY TO CHIEF INFORMATION OFFICER

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of the Chief Information Officer, the incumbent of this position performs executive secretarial tasks, relieving the CIO and support management staff of administrative detail by receiving and handling inquiries, complaints, and requests related to departmental activities from other County department heads, local and state officials, the press, and the general public. The incumbent is appointed by and serves at the discretion of the Chief Information Officer. This position must also exercise a considerable amount of independent judgment in providing efficient administrative and clerical support. Supervision may be exercised over clerical and secretarial support staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Performs all executive secretarial and administrative support tasks for the Chief Information Officer and management staff, including confidential correspondence, preparing reports and minutes of meetings, scheduling appointments and maintaining confidential files and other material essential for use by the CIO and staff;

Maintains calendar of appointments for the CIO and management staff ensuring that they are apprised of all appointments and changes as well as matters requiring immediate attention;

Develops and maintains all office support procedures both directly and through supervision of staff to ensure that clerical support tasks are performed in a timely and efficient manner and for effective office management using current applications for office automation;

Coordinates and directly supervises the activities of the administrative support staff to ensure equitable distribution of workload, adequate telephone coverage during absences, office protocol and information flow among departmental staff, and makes recommendations to the CIO to improve office practices and procedures and is responsible for their implementation;

Screens inquiries from employees, public officials, the press and the general public addressed to the CIO, gathers appropriate material from the CIO and other management staff to respond to routine inquiries and routes more complex inquiries along with support documentation to department staff as appropriate;

Processes contracts and lease agreements, requisitions office supplies, directs record storage procedures, and performs other administrative support procedures for effective office management;

Opens and screens mail addressed to the CIO, answers routine mail independently and routes other mail with background material as necessary;

Maintains all files for management staff ensuring that material is properly marked and accessible for immediate use by the CIO and staff;

Coordinates all travel arrangements for the CIO and management staff;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd)

Monitors progress of departmental assignments, ensuring that responses are timely and in accordance with established office and department policy and procedure;

Coordinates the scheduling of regular staff meetings, gathering agenda items and materials as required and preparing and distributing the finalized agenda;

Exercises overall responsibility for the supervision of general office procedures and automated office procedures and assists in developing recommendations for improvement to same;

Performs special and confidential assignments as required.

DESIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of responsibilities of an executive secretary; good knowledge of secretarial skills, including business English, word processing, and business arithmetic; ability to compose and edit letters and memoranda; ability to operate automated office equipment using current word processing and PC applications to produce correspondence, reports and records; ability to carry out varied administrative functions in support of a large department; initiative; tact; poise; neat personal appearance; physical condition commensurate with the requirements of the position.

DESIRED TRAINING AND EXPERIENCE: High school or equivalency diploma and seven years of administrative, office management and/or secretarial experience, which must have included two years using word processing equipment.

SUBSTITUTION: Satisfactory completion of 30 credits* may be substituted for each year of the above stated experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.