

EXECUTIVE SECRETARY TO THE COMMISSIONER OF HUMAN RESOURCES

DISTINGUISHING FEATURES OF THE CLASS: Under the direction of the Commissioner, the incumbent of this position is responsible for providing executive secretarial and administrative support to the Commissioner to ensure smooth and effective work flow among the five sections of the Department of Human Resources; to enable communication between the Commissioner, other staff members, other County Department Heads, Local and State officials, and the public; to use discretion, good judgment, and confidentiality in all communication both inside and outside the department as well as between the County, local officials and the public. Supervision is exercised over a small number of clerical employees. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Performs all executive secretarial tasks for the Commissioner, including the typing of confidential correspondence and the preparation of reports and minutes of some committee meetings on automated office equipment;

Coordinates and indirectly supervises the activities of the administrative secretarial staff ensuring equitable distribution of workload, adequate telephone coverage during absences, office protocol, and information flow among administrative staff; makes recommendations to the Commissioner to improve practices and procedures;

Compiles supportive data and documentation from department records to facilitate decision making on requests made to the Commissioner (i.e. above minimum salary requests, advanced increments, residency waivers); forwards approved requests to Budget Director or Deputy County Executive for final approval as required; responds to requesting departments;

Maintains the Commissioner's appointment calendar and coordinates meetings involving other staff as well as other County Department Heads;

Screens complaints and inquiries from employees, public officials, union representatives and the public addressed to the Commissioner; gathers available documentation for the Commissioner where appropriate; and follows up on cases of staff assignment to ensure timely response;

Coordinates the scheduling of regular staff meetings, gathering agenda items and material as needed and preparing and distributing the finalized agenda to administrative, managerial staff involved; obtains an adequate and available conference room within the building in which to hold staff meetings;

Receives and records all mail, reports, and legal documents addressed to the Commissioner, and implements a control system to ensure follow-up and timely responses as required;

EXAMPLES OF WORK: (Cont'd.)

Supervises the front desk Receptionist ensuring public responsiveness, information flow and adequate coverage during lunch, illness and vacation;

Implements and controls the employee Photo-Identification card procedure (issuance at the time of hire - return at the time of termination), determining from proper authority the appropriate access level; coding all ID's and notifying Operations Division of code;

Maintains time and leave schedules of administrative staff, informing the Commissioner of scheduled and unscheduled absences and conflicts;

Coordinates the ordering of stationery supplies, including printed paper and necessary items for several different makes and models of printers and computers, distributing same to appropriate staff within the department;

Maintains detailed records, files and logs;

Participates in special projects, as needed.

DESIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of practices and procedures used in office management; executive secretarial skills, including business English, word processing, stenography, business arithmetic; ability to compose and edit letters and memoranda; ability to type at a speed of not less than 35 words per minute; organizational skills to be able to coordinate various activities of a large department efficiently and track information effectively; ability to establish and maintain effective working relationships and to deal effectively with official and the public; initiative; resourcefulness; discretion; tact; physical condition commensurate with the requirements of the position.

DESIRABLE ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from a standard high school and seven years of secretarial experience.

SUBSTITUTION: Satisfactory completion of 30 credits* at a recognized college or university 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 Department of Education as a post-secondary, degree-granting institution.