

## EXECUTIVE SECRETARY TO THE COMMISSIONER OF PLANNING

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of the Commissioner of Planning, this position performs executive secretarial tasks; relieving the Commissioner 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 the Commissioner of Planning and serves at the discretion of the Commissioner. This position must exercise a considerable amount of independent judgment in providing effective 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 tasks for the Commissioner, including transcribing and proofreading confidential correspondence, preparing reports and minutes of meetings, scheduling appointments and maintaining confidential files and other material essential for use by the Commissioner;

Maintains calendar of appointments for the Commissioner, ensuring the Commissioner is apprised of all appointments and changes as well as matters requiring immediate attention;

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

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 department staff;

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

Maintains all files for the Commissioner, ensuring that material is properly marked and accessible for immediate use by the Commissioner;

Processes personnel and payroll records and forms, requisitions office supplies, maintains petty cash fund and banking receipts and performs other administrative support procedures for effective office management;

Coordinates all travel arrangements for the Commissioner;

Coordinates the scheduling of regular staff meetings;

Coordinates vacation schedules among administrative support staff to ensure that adequate secretarial coverage is provided;

EXAMPLES OF WORK (Illustrative) (Cont'd.)

Performs secretarial tasks for the Westchester County Planning Board, including transcribing minutes, scheduling meetings and preparing informational material for Board members;

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, 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; ability to comprehend the varied activities of a large department sufficiently to handle the mass of items passing through the Commissioner's office; initiative; tact; poise; neat personal appearance; physical condition commensurate with the requirements of the position.

DESIRED TRAINING AND EXPERIENCE: High school diploma or equivalency and either: (a) seven years of administrative, office management and/or secretarial experience, which must have included two years using word processing equipment; or (b) satisfactory completion of 30 credits\* at a recognized college or business school may be substituted for each year of the above stated experience.