

## PROGRAM SPECIALIST (BOARD OF LEGISLATORS)

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Chairman of the Board and the Clerk/Chief of Staff, incumbents of this class are responsible for providing administrative support and community relations for the members of the Board of Legislators. This includes taking minutes at Board and Committee meetings; researching information for committee agendas; compiling information for correspondence, legislation, and reports; compiling supportive documentation; maintaining office records; and preparing large mailings and responses to correspondence to constituents. This work is often of a highly sensitive and confidential nature requiring discretion and good judgment in handling situations. Supervision may be exercised over lower level clerical support staff. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Performs various administrative functions to ensure the smooth and effective operation of the department, and to relieve the Chairman and Chief of Staff of details not requiring their personal attention;

Assists in the preparation and mailing of the Legislator's newsletter;

Prepares responses to constituent mail or requests for information and drafts routine correspondence;

Researches and composes proclamations issued by the Board to individuals, groups, business and others in the community to mark an achievement worthy of recognition;

Reviews agendas for all regular and special meetings of the Board and Committees as assigned, and prepares documentation, as needed by members of the Committee;

Takes and transcribes minutes of meetings, and maintains files thereof for future reference;

Video tapes meetings of the various committee and of the Board of Legislators;

Maintains and up-dates large mailing lists, categorized by constituency;

Tabulates responses to questionnaires developed by Legislators to assess constituency concerns on current public issues;

Compiles documentation from files relevant to current issues or items under consideration;

Coordinates special mailings or other projects;

Maintains detailed records and files;

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

Answers telephone inquiries and routes calls and visitors appropriately;

Opens, sorts, and distributes mail;

Performs various related administrative tasks, as assigned.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of office management and administrative procedures; ability to communicate effectively, both orally and in writing; ability to work well with public officials, constituents and the public; sound judgment and discretion in handling sensitive and confidential issues; flexible work schedule; resourceful; initiative; physical condition commensurate with the requirements of the position.

DESIRABLE TRAINING AND EXPERIENCE: High school or equivalency diploma and six years of administrative experience, two of which must have involved work with the public or media.

SUBSTITUTION: College credits\* may be substituted for the required experience at the rate of 30 credits per year, up to a maximum of four years.

\*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.