

STAFF ASSISTANT (PLAYLAND)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent performs administrative support functions to implement the goals of the department. Work may include conducting special studies, preparing reports, making recommendations, as well as participating in community relations, budget preparation, personnel functions, information systems and application design. An incumbent is responsible for exercising judgment in the interpretation and application of established policies and procedures, and may recommend appropriate changes as the result of experience. Incumbents may also be required to work weekends. Project oversight may be a responsibility of this class. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Assembles information for various departmental reports including budget and financial control;

Participates in the revision and application of public information policies;

Reports status of projects to supervisor and participates in planning and implementation;

Participates in budget preparation and financial control;

Participates in performing personnel functions associated with the hiring of a large number of seasonal employees;

Prepares statistical, financial, budget, procedural and organization studies, using word processing, spreadsheet, database, etc. applications;

Participates in planning the efficient flow of work;

Sets up work projects, designing formats, data storage and develops formulas to input in spreadsheet applications to perform needed calculations;

Evaluates new reporting requirements and develops modifications to existing information systems to satisfy these requirements;

Provides training and technical assistance to in-house users to help ensure smooth workflow and to develop employee skills;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May perform other incidental tasks, as required.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of general office practices and procedures; ability to analyze and understand organizational structure, functions, operations, objectives and goals to adapt systems to the department's needs; ability to write reports and present material both orally and in writing; ability to deal effectively with the public; ability to independently carry out complex staff or administrative assignments; ability to establish and maintain working relationships; ability to effectively use computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential duties of the position; initiative; courtesy; tact; dependability; good judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: High school or equivalency diploma and five years of experience in which the primary function of the position was staff or administrative support experience.

SUBSTITUTIONS: Satisfactory completion of 30 credit hours* may be substituted on a year for year basis for up to four years.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating 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.

**DEFINITION: Staff or administrative support experience is defined as providing support or back-up functions to higher level administrators in areas such as: office management; participation in budget preparation and monitoring; payroll and personnel type functions; involvement in the development and/or review of department-wide practices and procedures; evaluating departmental operations; participation in planning; financial recordkeeping, accounting, or management activities; purchasing; public relations, community relations, public information activities; and other similar functions. "Line" functions involved in the delivery of services or in the day to day operations of a department would not be qualifying experience.