

## STAFF ASSISTANT (RECORDS CENTER-SUPPORT SERVICES)

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Records Manager, the incumbent of this position is located in the Records Center, a division of the Department of Information Technology. The incumbent is responsible for providing support services to the facility, which also houses historic records and documents, and to other off-site records storage warehouse areas. Duties involve supervising and participating in facility operations, including working with contracted vendors and/or the Department of Public Works in monitoring the building's HVAC systems, climate controlled areas, sprinkler systems, security systems and fire alarm systems, as well as supervising and participating in the moving of office furniture and relocation of office space; requisitioning equipment and office supplies; maintaining a recycling program, and other duties to ensure that the Center's operational needs are met. Supervision is exercised over subordinate maintenance personnel; however extensive knowledge of semi-skilled trades-work is not required in the performance of duties. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Oversees the Record Center facility by ensuring that daily operational and support services are maintained;

Assists in the coordination of the improvement and maintenance of the Records Center facility, which also houses historic records and documents;

Deals with contracted vendors and/or the Department of Public Works to ensure that all HVAC areas, sprinklers, fire control and security systems are effectively maintained; keeps the Records Manager apprised of actions taken;

Supervises and participates in moving furniture and reorganizing/relocating office space to facilitate departmental needs;

Supervises a small number of subordinate maintenance personnel by delegating work assignments and prioritizing work;

Runs the facility's recycling program in accordance with policies and procedures set forth by Department of Environmental Facilities;

Researches cost estimates, monitors the time spent on projects and maintains records of contractual agreements relating to the facility to ensure compliance with lease agreements;

Requisitions supplies, materials, equipment (exclusive of computers) and vehicles and assists in the processing of invoices;

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

Serves as the contact for fire officials in Emergency Services, Risk Management and the Town of Greenburgh; keeps the Records Manager apprised of actions taken;

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

Participates in meetings to discuss issues relating to the operation of the facility to assist in coordinating any new and/or future projects.

REQUIRED KNOWLEDGE SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the techniques, procedures and processes used in providing support services; ability to develop well-organized procedures with regard to relocation of office space and equipment; ability to meet unanticipated situations and to incorporate unusual workloads into regular workflow; ability to develop charts, graphs and tables of work activities; ability to effectively use computer applications such as word processing, spreadsheets, calendar, e-mail and database software; ability to establish and maintain effective working relationships; resourcefulness; integrity; tact; sound judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a High School or equivalency diploma and six years of experience performing at least two of the staff support activities as defined below, two years of which must have involved warehousing or materials management of general supplies in an archives or records center.

SUBSTITUTION: Satisfactory completion of 30 credits\* may be substituted on a year for year basis for up to four years. Candidates must have the two years of the specialized 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.

DEFINITION: Support services is defined as experience such as duplicating and reproduction; receiving and inspection; storeroom services; maintenance; transport, mail delivery and messenger services; office machine and equipment repair; and housekeeping services.