

ADMINISTRATIVE AIDE

GENERAL STATEMENT OF DUTIES: Provides management, administrative and/or line services within a municipality; does related duties as required.

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, provides direct assistance to Department Heads, other high level employees and support personnel in all aspects of the development, planning, implementation, evaluation, review and analysis of ongoing work assignments, special projects, programs and municipal services. Public contact with municipal employees, vendors, union representatives is required and duties call for independent judgment and action. Supervision of personnel is not a typical requirement of this position.

EXAMPLES OF WORK: (Illustrative Only)

Assists department heads or other municipal employees in aspects of the planning, implementation and evaluation of special projects and programs and work assignments;

Undertakes special studies, analyses, research or other projects to meet specific management need to identify methods to streamline operating procedures and systems;

Provides staff training, technical assistance and guidance to department heads and employees;

Researches, plans and implements new systems and procedures;

Organizes information, including preparing lists, charts, tables and short narrative summaries;

Recommends orally and/or by written report results of findings pertaining to specific departmental problems;

Coordinates projects involving more than one municipal unit and reviews finished work;

Maintains files and records, and may coordinate follow-up procedures, to ensure activities and tasks related to projects and programs are performed on schedule;

Encourages long-range planning by departments and maximizes the use of technology to assure programs, projects, procedures result in a cost effective measure;

Analyzes administration/operations problem areas and makes recommendations for remedial action;

Works with staff to resolve work flow problems, scheduling conflicts for data processing requests;

EXAMPLES OF WORK: (Illustrative Only) (Continued)

Disseminates information regarding the municipality to the public via press-releases, newsletters, web-site and/or public access channel;

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

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of accepted organization and management concepts, principles, practices, methods; working knowledge of the principles and practices of public administration as it pertains to personnel, financial and budgetary record-keeping, office management and purchasing, labor relations, and automated systems; ability to handle administrative details independently; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to communicate clearly both orally and in writing; ability to make clear and accurate analyses of facts, figures and processes; ability to meet and deal effectively with a wide variety of personnel in carrying out the administrative policies; ability to maintain the confidentiality of the information and materials handled; initiative; resourcefulness; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and either: (a) completion of two (2) years of study at a recognized college or university and three years of experience of an administrative or supervisory nature in public administration, personnel administration, business or financial management; or (b) a Bachelor's Degree* and one year of experience as in (a); or (c) a Master's Degree* in Public Administration, Business Administration, Managerial Economics or Organizational Development.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

Towns, Villages
Cities of Rye & Peekskill
J.C.: Competitive
1c

Job Class Code: 0172