

ADMINISTRATIVE ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, incumbents of this position are responsible for carrying out the administrative details involved in a jurisdiction's operations, including such areas as budget, purchase, financial record keeping, personnel administration, personnel record keeping, and other required reports and analyses, including statistical reports. Incumbents conduct regular analysis and monitoring of information and operational activities, making recommendations or reporting trends requiring the attention of municipal administrators. The work involves frequent exercise of independent judgment and action in implementing policies and procedures. Public contact is often required. Supervision may be exercised over subordinate personnel. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Supervises and assists in the preparation of reports, including attendance, retirement, health, personnel, budget and State and Federal periodic reports;

Implements policies, procedures, regulatory and funding requirements in the area of assignments, making improvements to streamline or improve efficiency and effectiveness;

Gathers, reviews and maintains reports, forms, records, supporting documentation, cost estimates, authorizations and other information needed in support of delegated administrative responsibilities;

Performs internal administrative tasks, e.g., interviewing, processing of personnel transactions and payroll records, monitoring contract payment and preparation of departmental budget to reflect current staffing needs;

Assists in preparing specifications for purchases, handling bids and issuing purchase orders;

Prepares statistical charts and makes reports on the findings;

Assists in keeping financial accounts of the municipality;

Analyzes operations and operating needs and plans flow of work;

Supervises the preparation of budget materials and the process involved in budget execution;

Supervises personnel activities and keeps necessary personnel records;

Advises agency supervisors of Civil Service Rules as they relate to the hiring, promoting and terminating of personnel, and works to ensure compliance with same;

Performs the canvassing of Civil Service lists and prepares paperwork required for appointment;

May interview/screen applicants for vacant positions, if appropriate;

Supplies information to employees concerning health insurance, retirement, and all conditions of employment;

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

Assists in the preparation of vacation schedules;

May make necessary arrangements for the repair of facilities and equipment;

May assist in the coordination and preparation of materials in support of grant applications;

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 principles and practices of office management; good knowledge of public administration as it pertains to personnel management, budgeting, purchasing, financial record keeping and civil service administration; familiarity with research methods and statistics; ability to make clear and accurate analysis of facts, figures, and processes; ability to become familiar with and adapt to laws, regulations, policies and practices; ability to plan and supervise the work of others; ability to present oral and written opinions and comments clearly and concisely; ability to effectively use computer applications 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; thoroughness; dependability; courtesy; tact; good judgment; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Satisfactory completion of 60 college credits* and four years of experience in an administrative support, staff, or supervisory capacity** where the primary function of the position was accounting, public administration, personnel administration, financial management or a related field.

SUBSTITUTION: Satisfactory completion of additional college credits* may be substituted at the rate of 30 credits per one year of work experience up to a maximum of two (2) years. There is no substitution for the two additional years of work experience.

**DEFINITION: "Line" functions involved in the delivery of services or in the day to day operations of a department would not be qualifying experience.

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.