

ADMINISTRATIVE ASSISTANT TO SUPERVISOR

GENERAL STATEMENT OF DUTIES: Performs activities of a staff nature in the Office of the Town Supervisor; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of the Town Supervisor, performs activities of a staff nature in his/her office. An employee in this position consults with town officials on problems related to budget, personnel, financial record keeping and other administrative processes prior to presentation to the Supervisor. The duties are performed with considerable leeway for the exercise of independent judgment within the established policies of the Town. Supervision may be exercised over a small number of subordinate clerical personnel.

EXAMPLES OF WORK: (Illustrative Only)

Represents Supervisor in contacts with the public, town officials, and staff personnel;

Arranges appointments for Supervisor;

Reviews reports and information concerning budget, personnel, financial record keeping, and other administrative matters prior to presentation to the Supervisor;

Maintains records of town receipts and disbursements, daily cash book, monthly ledger and journal;

Takes trial balance;

Administers employee benefits programs according to contractual agreement and supervises the coordination, maintenance and implementation of various employee benefits programs;

Prepares monthly and quarterly report of all receipts and disbursements;

Keeps record of all town debt, bonds and coupons due, and of town investments;

Supervises the preparation of town payrolls;

Monitors position vacancies, verifies openings (through municipal budget and Westchester County Civil Service), and prepares vacancy announcements and advertisements, when necessary;

Submits required civil service papers to the Westchester County Department of Human Resources;

Receives applications or resumes, pre-screens applications for appointment, may conduct preliminary interview, and forwards applications to department head;

Computes tax rates, extends taxes on assessment roll, pays state, county, district and school taxes;

EXAMPLES OF WORK: (Illustrative Only) (continued)

Monitors Federal and State legislation and implements changes as it impacts on fiscal and personnel practices and procedures;

Compiles annual budget and advises Town Board on budget matters;

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

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of town governmental functions and activities; thorough knowledge of modern double entry bookkeeping methods, terminology and practices; good knowledge of public personnel administration principles, practices, procedures and terminology; good knowledge of the principles and practices of modern public budgeting; knowledge of Civil Service Law; ability to operate a calculating machine; ability to make clear and accurate analysis of facts, figures and processes; ability to meet and deal with people effectively; ability to handle administrative details independently; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; accuracy; resourcefulness; initiative; tact; good judgment; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Completion of two (2) years of study at a recognized college or university and either: (a) five (5) years of experience of an administrative or supervisory nature in accounting, public administration, business administration, financial management, human resources, or related fields; or (b) graduation from a recognized college or university with a Bachelor's Degree and three years of experience as indicated under (a); or (c) a Master's Degree in Public Administration, Business Administration, Accounting, Financial Management, Human Resources or related field and one year of experience as in (a) above; or d) a satisfactory equivalent combination of the foregoing training and experience.