

SECRETARY TO COMMISSIONER OF PARKS AND RECREATION
(GREENBURGH)

GENERAL STATEMENT OF DUTIES: Performs executive secretarial work for the Commissioner of Parks and Recreation; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of the Commissioner of Parks and Recreation, this position performs executive secretarial tasks, relieving the Commissioner of administrative detail by receiving and handling inquiries, complaints, and requests related to departmental activities and programs from local and county officials, the press and the general public. This position must exercise a considerable amount of independent judgement in providing effective administrative and clerical support. Supervision may be exercised over clerical support staff.

EXAMPLES OF WORK: (Illustrative Only)

Performs all executive secretarial tasks for the Commissioner, including confidential correspondence, preparing reports and minutes of meetings, scheduling appointments and maintaining confidential files and other material essential for use by the Commissioner;

Uses automated office systems to prepare letters, memoranda and reports;

Maintains calendar of appointments for the Commissioner, ensuring the Commissioner is apprised of all appointments and changes as well as matters requiring immediate attention;

Screens complaints and inquiries from employees, local officials, the press and the general public addressed to the Commissioner; gathers appropriate material from the Commissioner and other administrative staff to respond to routine inquiries and routes more complex inquiries along with support documentation to department staff as appropriate;

Opens and screens mail addressed to the Commissioner, answers routine mail independently and routes other mail with background material as necessary;

Maintains all files for the Commissioner, ensuring that material is properly marked and accessible for immediate use by the Commissioner;

Keeps abreast of upcoming departmental events and current news related to Parks and Recreation to respond to routine inquiries;

Coordinates all travel arrangements for the Commissioner;

Coordinates the scheduling of regular staff meetings, gathering agenda items and materials as required and preparing and distributing the finalized agenda;

EXAMPLES OF WORK: (Illustrative Only)

Monitors progress of departmental assignments, ensuring that responses are timely and in accordance with established office and department policy and procedure;

Performs secretarial tasks for the Parks and Recreation Advisory Board including scheduling meetings and preparing informational material for Board members;

Performs special and confidential assignments as required.

DESIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of responsibilities of an executive secretary; good knowledge of secretarial skills, including business English, business arithmetic; ability to compose and edit letters and memoranda; ability to type at a speed of not less than 35 words per minute; ability to comprehend the varied activities of a large department sufficiently to handle the mass of items passing through the Commissioner's office; initiative; tact; poise; neat personal appearance; physical condition commensurate with the duties of the position.

DESIRED ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and (a) seven years of clerical and typing experience, one of which must have been at a supervisory or executive secretarial level or (b) completion of a two year post high school business or secretarial course and five years of clerical and typing experience, one of which must have been at a supervisory or executive secretarial level; or (c) a satisfactory equivalent combination of the foregoing training and experience.