

TOWN COUNCIL AIDE
(Town of Greenburgh)

GENERAL STATEMENT OF DUTIES: Provides administrative support functions for assigned members of the Town Council of Greenburgh; does related work, as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Town Council, incumbents of this class are responsible for providing administrative support and assistance for the members of the Town Council of Greenburgh. This will relieve the Council of ministerial details which do not require their personal attention. The incumbent is responsible for maintaining the Council calendars, scheduling meetings, opening and screening regular and electronic mail, answering and providing limited assistance to telephone and personal inquiries. Incumbent prepares and formats correspondence, reports, and other communications, and assists with the preparation and drafting of Town Council members' agenda items. Incumbent performs the work using discretion, tact and a comprehensive knowledge of municipal statutes and Town procedures and policies. Supervision may be exercised over lower level clerical staff. Work may require late working hours or working on weekends as needed.

EXAMPLES OF WORK: (Illustrative Only)

Relieves Council members of details which do not require their personal attention by the use of discretion, tact, and a comprehensive knowledge of Town procedures and policies;

Maintains Town Council calendars, schedules meetings, opens and screens regular and electronic mail and routes it with appropriate background material as necessary to Council members, answers and provides limited assistance to telephone and personal inquiries and performs other related clerical functions;

Researches and drafts routine responses to constituent mail, electronic mail, requests for information, proclamations, and resolutions; types and formats correspondence, reports, and communications; assists with the preparation and drafting of Town Council members agenda items in appropriate formats;

Handles constituent services for Council members such as: responding to requests for information, answering questions regarding actions of the Town Council, assisting constituents in dealing with various services or agencies, responding to FOIL requests, etc.;

Maintains and updates detailed files, logs, and cross indexes for reference purposes;

Tabulates responses to questionnaires developed for Town Council members to assess constituency concerns on current public issues;

Researches and provides various information for the Council concerning Town issues to assist the Council members in making informed decisions;

EXAMPLES OF WORK: (Illustrative Only) (Continued)

Establishes and maintains cooperative working relationships with a variety of governmental staff at the local, county and state levels, in order to promote the interests of the town;

Performs a variety of support tasks (including, but not limited to copying, faxing, filing, researching, proof reading), or other projects or assignments as determined by the Town Council members, to insure the smooth and effective operation of the office and provides assistance and support to the Council members, as needed;

Assists with constituent services, community meetings and special events, which may require late working hours or working on weekends;

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

May assist in the research, preparation, formatting, and distribution of newsletters, speeches, news releases, information pamphlets, bulletins and other forms of communication designed to inform the public of proposed legislative materials as well as the functions, goals, programs, and regulations of the Town Council on behalf of the Council.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES, AND ATTRIBUTES: Good knowledge of the responsibilities, terminology and procedures of a legislative aide: good knowledge of office management and administrative procedures; knowledge of the structure of a New York State Town Government and its incorporated villages; ability to compose, review, edit, and proof read correspondence, reports and other written material; ability to maintain essential records and files; ability to work well with public officials and constituents; ability to exercise sound judgment and discretion in handling sensitive and confidential issues; ability to comprehend, analyze and interpret written materials; ability to effectively use computer applications such as spreadsheets, word processing, e-mail and database software; flexible work schedule; resourcefulness; initiative; sound judgment; discretion; tact; accuracy; neat personal appearance; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and four years of staff or administrative support experience, two of which must have included the regular use of word processing equipment and other business applications (for example: spreadsheet, database, presentation, desktop publishing, etc.).

SUBSTITUTION: Satisfactory completion of 30 credits* of post high school education may be substituted on a year for year basis at the rate of 30 credits per year for up to four years of the above stated 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 as a post-secondary, degree granting institution.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

Town of Greenburgh
J.C.: Unclassified
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Job Class Code: 0874