

## **ADMINISTRATIVE ASSISTANT TO THE CITY ADMINISTRATOR**

### **DISTINGUISHING FEATURES OF THE CLASS:**

This is a confidential position requiring knowledge of all City departments and functions. The incumbent works directly with the City Administrator on both administrative and policy related matters and serves as his/her confidential assistant. The work involves interfacing with elected officials on behalf of the City Administrator, keeping confidential information from the City Administrator to Council members and supervisory personnel. The incumbent also serves as secretary to the Planning Department. General supervision is received from the City Administrator. Supervision may be exercised over subordinate personnel.

### **TYPICAL WORK ACTIVITIES:**

1. Prepares and submits items generated by the City Administrator;
2. Disseminates to City Administrator all information received from department directors and replies to them as appropriate;
3. Addresses citizen complaints;
4. Functions as liaison between department directors and City Administrator;
5. Answers and screens all telephone calls to City Administrator;
6. Serves as secretary to the Planning Department, and Zoning Board;
7. Does related work as required.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:**

Good knowledge of the general governmental process and functions; ability to work with elected officials, department directors and the general public; ability to write and speak effectively and communicate with others; ability to type at an acceptable rate of speed; ability to make independent decisions and to resolve problems; ability to maintain confidentiality; initiative; tact; sound judgement; physical condition commensurate with the demands of the position.

### **MINIMUM QUALIFICATIONS: (RECOMMENDED ONLY)**

- EITHER: (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Public or Business Administration or a related field;
- OR: (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Public or Business Administration or a related field and two (2) years of related work experience;
- OR: (C) Graduation from high school or possession of a high school equivalency diploma and four (4) years of progressively responsible and related work experience;
- OR: (D) An equivalent combination of education and experience in (A), (B), and (C) above.

### **SPECIAL REQUIREMENT:**

Candidates must indicate the ability to type, i.e., courses in typing or typing work experience.

CL5430

ADOPTED: 07/19/93