

ASSISTANT TO THE EXECUTIVE DIRECTOR (RRA)

DISTINGUISHING FEATURES OF THE CLASS:

This position performs a variety of administrative tasks, while serving as Assistant to the Executive Director of the Resource Recovery Agency. The incumbent is responsible for a great deal of confidential information and must use discretion. Work is performed under the general supervision of the Executive Director. Supervision is exercised over clerical employees and Weight Scale Operators.

TYPICAL WORK ACTIVITIES:

1. Provides administrative support to the Executive Director of the Agency;
2. Assists the Executive Director on special projects and assumes lead role in carrying out special project details;
3. Screens calls to the Executive Director and answers requests for information and correspondence;
4. Reviews incoming correspondence, answering inquiries not required by the Executive Director;
5. Attends various meetings of the Agency including regular monthly meetings, takes minutes and prepares summaries;
6. Assists in maintaining the necessary books and records of the Agency;
7. Prepares correspondence for the Executive Director;
8. Establishes the filing system and the library;
9. Operates computer and assists in the preparation of billing statements associated with the Agency's operation;
10. Prepares resolutions and requisitions for payments by the Resource Recovery Agency;
11. Assists in the preparation of the budget for the Resource Recovery Agency;
12. Coordinates with waste haulers, establishing allocations based on discussions between contractor and Executive Director;
13. Assists the Executive Director in administrative tasks associated with consultants, vendors and facility operator;
14. Assembles and summarizes a variety of information including statistical data necessary for monthly, quarterly and annual reports;
15. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of office procedures, business terminology, process and equipment; good knowledge of business English and math; ability to handle administrative details independently, ability to maintain confidentiality, ability to understand and carry out complex oral and written directions; resourcefulness; tact; physical condition commensurate with the demands of the position.

ASSISTANT TO THE EXECUTIVE DIRECTOR (RRA) (Cont'd)

MINIMUM QUALIFICATIONS: (RECOMMENDED ONLY)

Graduation from high school or possession of a high school equivalency diploma PLUS:

- EITHER: (A) Completion of two (2) years of study at a regionally accredited or New York State registered college or university and three (3) years of administrative office work experience, one (1) of which was in a related field;
- OR: (B) Five (5) years of administrative office work experience, one (1) of which was in a related field;
- OR: (C) An equivalent combination of the training and experience as indicated in (A) and (B) above.