

ADMINISTRATIVE ASSISTANT TO THE CITY MANAGER

DISTINGUISHING FEATURES OF THE CLASS:

This is an extremely responsible and confidential position requiring knowledge of all City departments and functions. Works directly with the City Manager and Common Council on both administrative and policy related matters. Serves as confidential assistant to the City Manager and the Common Council. Interfaces with elected officials on all matters in behalf of the City Manager, keeps confidential files and relays confidential information from the City Manager to Common Council members and department heads. Serves also as liaison between City Manager and City department heads and assists department heads when appropriate. Keeps and prepares written correspondence for the City Manager, most of which is confidential.

TYPICAL WORK ACTIVITIES:

1. Prepares and submits items generated by the City Manager to the Common Council;
2. Disseminates to City Manager all information received from department heads and replies to department heads as appropriate;
3. Handles all citizen complaints;
4. Functions as liaison between department heads and City Manager;
5. Interfaces with Common Council on behalf of City Manager;
6. Answers and screens all telephone calls to City Manager as well as setting up appointments;
7. Keeps and prepares payroll for City Manager's staff;
8. Keeps and prepares correspondence for City Manager;
9. Interfaces with media;
10. Reviews department head reports and provides same to City Manager for his review;
11. Reviews overtime hours and reports to City Manager; and;
12. Works on special assignments and/or projects as needed by the City Manager.
13. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES AND PERSONAL CHARACTERISTICS:

A knowledge of the general governmental process and functions is necessary. Must be able to work with elected officials, department heads and citizens alike. The ability to write and speak effectively and communicate with others is also extremely important. Must be able to make independent decisions to resolve problems. Initiative, tact, good judgement and a cheerful disposition are basic requirements for this position. Must be able to accept assignments of a confidential nature and observe confidentiality when necessary.

ADMINISTRATIVE ASSISTANT TO THE CITY MANAGER (Cont'd)

MINIMUM QUALIFICATIONS (RECOMMENDED):

- EITHER: (A) Graduation from a regionally accredited or NYS registered college or university with a bachelor's degree in Public or Business Administration or related degree;
- 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 related degree and one (1) year work experience;
- OR: (C) Graduation from high school or possession of an equivalency diploma and three (3) years of progressively responsible but related work experience;
- OR: (D) Any equivalent combination of education and work experience.