



CITY OF ALBANY
HUMAN RESOURCES
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KATHY M. SHEEHAN
MAYOR

PLEASE POST CONSPICUOUSLY
July 17, 2019

TO: All City of Albany Departments & Divisions

SUBJECT: Notice of Job Opening –

Administrative Assistant
Department of Special Events & Cultural Affairs

The **Department of Special Events & Cultural Affairs** has one (1) vacancy for the position of **Administrative Assistant** at a rate of **\$35,000/year @ 37.5 hours/week.**

Applicants must meet the requirements as outlined in the attached job description. This position is a competitive class Civil Service position that may be filled on a provisional basis pending the outcome of the Civil Service examination.

Anyone who is interested in applying for this job should submit an application online at **jobs.albanyny.gov** to be submitted no later than 11:59 p.m. **Wednesday, August 14, 2019.**

EFFECTIVE 2/26/15 LOCAL LAW F – 2014

Section 62-1 of Chapter 62 of the Code of the City of Albany.

D. Residency for new employees. Except as otherwise provided by the section, the Common Council hereby establishes a residency requirement for all prospective employees of the City. Every person initially employed by the City of Albany, shall, as a qualification of employment, be or become a resident of the City of Albany within 180 days of the date of initial appointment for said City. Furthermore, employees hired after the effective date of this section shall continue to be a resident of the City of Albany throughout their employment with the City, and the failure to move into the City, shall be deemed a voluntary resignation. The City may require annual proof of residency from affected employees.

PLEASE POST FOR 20 (TWENTY) BUSINESS DAYS UNTIL
WEDNESDAY, AUGUST 14, 2019
An Equal Opportunity /Affirmative Action Employer

ADMINISTRATIVE ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision by the department head or higher level manager, the incumbent makes independent decisions on problems encountered within a delegated scope of activity. The incumbent assists in the development, planning and coordination of departmental activities. Supervision of others is not typical of this position.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Provides support to management with office methods, procedures and other non-technical fields for planning and administering programs;
- Collects necessary information and assists in the preparation of the departmental budget estimates;
- Prepares vouchers for payment;
- Collects agenda items and prepares and distributes agenda for board and committee meetings;
- Requisitions materials and supplies;
- Maintains accounts, receipts and records;
- Prepares and maintains report records through research and review;
- Maintains office calendar and room reservation system;
- Reads incoming mail and answers general correspondence as directed;
- May attend meetings and record minutes;
- May attend staff conferences concerning administrative procedures within the department;
- May develop, maintain and update computerized records containing information required for office programs;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of the principles and practices of office management;
- Good knowledge of personal computers and office equipment, such as spreadsheets, word processing, calendar, e-mail and database software;
- Working knowledge of board and committee operations and meeting procedures;
- Working knowledge of research methods and principles of account keeping;
- Ability to make clear and accurate analyses of facts, figures and processes;
- Ability to relate effectively and professionally with co-workers, superiors and the public;
- Ability to present data, reports and comments clearly and concisely;
- Tact and courtesy;
- Good judgment;
- Thoroughness;

- Dependability;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited or New York State registered college or one accredited by the NYS Board of Regents to grant degrees with an Bachelor's Degree and one (1) year of satisfactory, fulltime paid work experience (or its part-time equivalency) in an office environment; **OR**
- B. Graduation from a regionally accredited or New York State registered college or one accredited by the NYS Board of Regents to grant degrees with an Associate's Degree and three (3) years of satisfactory, fulltime paid work experience (or its part-time equivalency) in an office environment; **OR**
- C. Graduation from high school or possession of a high school equivalency diploma and five (5) years of satisfactory, fulltime paid work experience (or its part-time equivalency) in an office environment; **OR**
- D. Any equivalent combination of training and experience as defined by the limits of (A) through (C) above.

Issued: 9/29/04
Revised: 4/29/15
6/27/18