



CITY OF ALBANY
HUMAN RESOURCES
CITY HALL, ROOM 301
ALBANY, NEW YORK 12207
TELEPHONE (518) 434-5049

KATHY M. SHEEHAN
MAYOR

PEACHIE L. JONES, ESQ.
DIRECTOR OF HUMAN RESOURCES

Notice of Job Opening

Position: Executive Assistant to the Commissioner

Applicants must meet the requirements outlined in the enclosed job description.

*PLEASE NOTE: This position is in the competitive class and will be filled on a provisional basis pending the outcome of the civil service examination.

Department: Recreation

Number of Vacancies to be filled: 1

Rate of Pay: \$41,620/year

Schedule: 37.5 hours/week

Application Deadline: 11:59 pm on Friday, December 18, 2020

All applicants must submit an application online via jobs.albanyny.gov to be considered for the job opening.

Union Preference: NO
This is a non-unionized position, so current union employees do not have a hiring preference for this position.

Residency Requirement: YES
Per City Code § 62-1, all individuals hired by the City of Albany municipal government must be or become residents of the City of Albany within 180 days of hire. Failure to move into the City shall be deemed a voluntary resignation.

The City of Albany is an Equal Opportunity /Affirmative Action Employer.

Posted on Thursday, November 19, 2020.

EXECUTIVE ASSISTANT TO THE COMMISSIONER

DISTINGUISHING FEATURES OF THE CLASS: Under the general director of the Commissioner, this position performs executive secretarial tasks; relieving the Commissioner and Deputy Commissioner of administrative detail by receiving and handling inquiries, complaints and requests related to departmental activities. The Executive Assistant also acts as a liaison between the Commissioner and City staff, and members of the community. Overall, the work involves a considerable amount of independent judgment in providing effective administrative and clerical support. Supervision may be exercised over clerical support staff.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Performs all executive secretarial tasks for the Commissioner, including transcribing and proofreading confidential correspondence, preparing reports and minutes of meetings, scheduling appointments and maintaining confidential files;
- Prepares letters, memoranda and reports;
- Maintains calendar of appointments for the Commissioner;
- Receives and responds to complaints and inquires addressed to the Commissioner;
- Coordinates the work of administrative support staff;
- Receives and responds to mail received for the Commissioner, routing any necessary mail to the Commissioner for immediate attention;
- Coordinates all travel arrangements for the Commissioner;
- Retrieves information in an automated information system;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of secretarial practices including typing and general office procedures;
- Thorough knowledge of the operation of computers and skill in the use of word processing, spreadsheet, database, and other software as required by the position;
- Good knowledge of departmental policies and procedures;
- Good knowledge of the correct use of English grammar, punctuation, and spelling;
- Working knowledge of the organization, functions, and activities of local government and in the City;
- Ability to relieve a professional of administrative details with a minimum of supervision;
- Ability to deal with the public and high level public and private officials in a tactful, pleasant, courteous, and diplomatic manner and to maintain confidentiality of information;
- Ability to maintain records in a concise and organized manner;
- Ability to establish and maintain effective working relationships with other employees and diverse populations;

- Ability to exercise independent judgment and to work without close supervision;
- Ability to supervise others;
- Ability to multitask;
- Ability to complete assigned projects within short deadlines;
- Ability to work effectively on a variety of projects simultaneously;
- Ability to understand and follow moderately complex oral and written directions;
- Ability to communicate effectively both orally and in writing;
- Ability to independently and effectively plan, organize, coordinate, and follow-up on several projects of a diverse nature;
- Discretion;
- Confidentiality;
- Tact;
- 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 a Bachelor's Degree (or higher) in Business Administration or a related field and seven (7) year of full-time paid administrative, office management or secretarial experience, which must have included two years of providing supervision to others; **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 in Business Administration or a related field and nine (9) year of full-time paid administrative, office management or secretarial experience, which must have included two years of providing supervision to others.