

## **CONFIDENTIAL PERSONNEL ADMINISTRATOR**

**DISTINGUISHING FEATURES OF THE CLASS:** Reporting to the Executive Director, Deputy Director or their designee, an incumbent of this position performs complex clerical work and administrative functions. The work involves responsibility for updating, maintaining and organizing records and reports; recruitment, selection, placement, onboarding, training and development of personnel; planning and execution of large scale community events; attending board meetings and public hearings; as well as scheduling and correspondence administration. Ability to interact with department managers, local businesses, corporations, community organizations and officials as well as urban and diverse communities, and exercise of independent judgment is a major aspect of the work. Supervision may be exercised over clerical support staff.

### **TYPICAL WORK ACTIVITIES:** (Illustrative Only)

- Represents the agency at various community events, public hearings, and board meetings;
- Prepares resolutions, agendas and minutes for board meetings;
- Adheres to compliance with applicable rules and regulations set in bylaws regarding board and board committee matter, including advance distribution of materials before meeting;
- Coordinates and arranges travel, accommodations, and conference reservations for the Executive Director/ Board members;
- Refers inquiries from the public to the appropriate department source; identifies and/or resolves solutions to complaints and problems when appropriate;
- Assists in executing large scale community events;
- Represents the agency as a mediator for complaints;
- Participates in contract negotiations;
- Prepares and posts job vacancies;
- Oversees recruitment, onboarding, training and development of employees;
- Performs administrative support functions with regard to employee benefits including routine benefit inquiries, and assisting employees with various benefit forms;
- Oversees benefit administration;
- Compiles and maintains personnel record files;
- Responds to employment information requests received from NYS Unemployment;
- Maintains community room calendar/schedule
- Prepares correspondence and meeting schedule(s) at the request of the Executive Director and Deputy Director(s);
- Prepares and/or proofreads outgoing correspondence;
- Enters and retrieves information in an automated information system;
- Performs related work as required.

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

- Thorough knowledge of the practices, principles and techniques of personnel administration;
- Thorough knowledge of office terminology, procedures, equipment and business English;
- Good knowledge of benefits administration;
- Good knowledge of contract negotiations;
- Good knowledge of word processing, spreadsheets, calendar and database programs;
- Ability to meet and deal effectively with employees and the general public;
- Ability to effectively communicate both orally and in writing;
- Ability to understand both oral and written instructions;
- Ability to organize and maintain accurate records and files;
- Ability to prepare written reports;
- Ability to establish and maintain good relationships with others;
- Ability to work independently;
- Accuracy;
- Good judgment;
- Reliability;
- Thoroughness;
- Tact and courtesy;
- Physical condition commensurate with the demands of this position.

**MINIMUM QUALIFICATIONS:**

- A. Graduation from a regionally accredited or NYS registered college or university or one accredited by the NYS Board of Regents to grant degrees with a Bachelor's Degree (or higher) in Public Policy, Business, Public Administration, Communications or related field **AND** five (5) years full-time paid experience involving personnel administration or benefits administration; **OR**
- B. Graduation from a regionally accredited or NYS registered college or university or one accredited by the NYS Board of Regents to grant degrees with an Associate's Degree (or higher) in Public Policy, Business, Public Administration, Communications or related field **AND** seven (7) years full-time paid experience involving personnel administration or benefits administration; **OR**

**NOTE:**

Weekend and evening hours are required.