

The City of North Tonawanda is currently accepting resume's for the position of Administrative Assistant. The job description is listed below. Resumes should be sent to City Hall, Attn: Mayor Arthur G. Pappas, 216 Payne Ave., North Tonawanda, NY 14120. Resumes must be post marked by March 5, 2016.

DEPARTMENT: MAYOR'S OFFICE
CLASSIFICATION: EXEMPT

ADMINISTRATIVE ASSISTANT TO THE MAYOR

JOB DESCRIPTION: The administrative assistant shall be appointed by the Mayor. Compensation for salaried personnel in the office of the Mayor shall be determined annually in the budget process. Within the office of the Mayor there shall be the position of administrative assistant. The administrative assistant is an officer of the city. The administrative assistant shall be the graduate of an accredited program of public administration or public policy and have had at least three years' experience in local government administration, or an equivalent combination of education and experience as determined by the Mayor. Subject to the direction and control of the mayor, the administrative assistant shall supervise the office of the Mayor and all employees of such office shall be subject to the direction and control of the administrative assistant. The administrative assistant shall have such other duties as may be assigned by the Mayor. Residency in the City of North Tonawanda is required for this position as per City code.

The work involves responsibility for performing difficult and complex secretarial tasks for the Mayor. The work can be characterized as involving responsible secretarial tasks requiring a high degree of mature judgment and knowledge of City Departments and procedures. Work is performed in accordance with general instructions received from the Mayor with considerable leeway for independent decisions in carrying out assignments. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Acts as personal secretary to the Mayor including the composition of letters in reply to routine inquiries for information;
2. Acts as liaison for informational purposes between department officials and public/non-public officials;
3. Functions in a secretarial capacity for setting up meeting dates, appointments and confidential personnel matters;
4. Performs the more confidential aspects of the Mayor's work including maintaining and processing personnel data and information such as evaluative reports and disciplinary proceedings;
5. Maintains office records and performs support staff activities unique to the Mayor's office;
6. Performs a variety of clerical and typing functions as needed;
7. Keeps complex records of the activities in the Mayor's office.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of secretarial practices; thorough knowledge of office practices and procedures; ability to operate an alphanumeric keyboard such as a typewriter, word processor or personal computer at an acceptable rate of speed and accuracy; ability to understand and interpret written material; ability to get along well with others; good judgment, initiative, and resourcefulness; tact and courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

To be determined by the appointing authority at time of appointment.