

## ADMINISTRATIVE ASSISTANT TO THE SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: Under direct supervision of the Town Supervisor, the incumbent of this position performs activities of a staff nature in his/her office. An employee in this position consults with town officials on issues and problems related to budget, personnel, financial recordkeeping and other administrative processes prior to presentation to the Supervisor. The duties are performed with considerable leeway for the exercise of independent judgment within the established policies of the Town. Supervision may be exercised over a small number of subordinate clerical personnel. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Represents Supervisor in contacts with the public, town officials, and staff personnel;

Drafts correspondence and responds to constituent inquiries and concerns on behalf of the Supervisor;

Prepares and reviews reports and information concerning budget, personnel, financial record keeping, and other administrative matters prior to presentation to the Supervisor;

Assists Supervisor in the performance of his/her duties as chief fiscal officer for the Town by compiling expenditure requests and revenue estimates from Town department heads and the Finance office for the preparation of tentative and final budgets;

Prepares budget documents and analytical reports for department heads and Town Board on request;

Compiles annual budget and advises Town Board on budget matters;

Reviews expenditures and requisitions from Town department heads, confirms availability of funds and submits claims for payment;

Prepares five-year capital plan based on requests from Town department heads, in consultation with the Finance office;

Prepares bond issues and assists the Finance office in planning out long-term financial strategies;

Reviews, audits and follows up on a variety of civil service records, certification of payrolls, applications, and other documents;

Prepares and submits all Civil Service paper work to report personnel transactions to Westchester County Department of Human Resources; establishes and maintains employee records and data for the town or village;

Serves as principal liaison with Westchester County Department of Human Resources insuring compliance with their requirements while securing approvals for Town requests to further organization objectives;

EXAMPLES OF WORK: (Illustrative Only) (continued)

Receives applications or resumes, pre-screens applications for appointment, may conduct preliminary interview, and forwards applications to department head;

Maintains records of town receipts and disbursements, daily cash book, monthly ledger and journal;

Prepares monthly and quarterly report of all receipts and disbursements;

Administers employee benefits programs according to contractual agreement and supervises the coordination, maintenance and implementation of various employee benefits programs;

Keeps record of all town debt, bonds and coupons due, and of town investments;

Supervises the preparation of town payrolls;

Computes tax rates, extends taxes on assessment roll, pays state, county, district and school taxes;

Monitors Federal and State legislation and implements changes as it impacts on fiscal and personnel practices and procedures;

Assists Supervisor with development and execution of special projects such as infrastructure improvements, new policies or procedures, grant funded projects and environmental initiatives;

Attends weekly Town Board Legislative Meetings, Work Sessions and Executive Sessions and provides documentation and/or information as requested in advance of, during, or after the meetings;

May take minutes of Board meetings if Town Clerk or Deputy Town Clerk are unavailable;

Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

DESIRABLE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of town governmental functions and activities; thorough knowledge of modern double entry bookkeeping methods, terminology and practices; good knowledge of public personnel administration principles, practices, procedures and terminology; good knowledge of the principles and practices of modern public budgeting; knowledge of Civil Service Law; ability to operate a calculating machine; ability to make clear and accurate analysis of facts, figures and processes; ability to meet and deal with people effectively; ability to handle administrative details independently; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential duties of the position; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; accuracy; dependability; resourcefulness; initiative; courtesy; tact; good judgment; physical condition commensurate with the duties of the position.

DESIRED TRAINING AND EXPERIENCE: A Bachelor's Degree\* and two (2) years of work experience in an administrative support, staff or supervisory capacity\*\* involving accounting, public administration, financial management, human resources or a related field in a municipal government office.

SUBSTITUTION: A Master's Degree\* in Public Administration will substitute for two (2) years of the work experience described above.

\*SPECIAL NOTE: Education beyond the secondary level must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.

\*\*DEFINITION: "Line" functions involved in the delivery of services or in the day-to-day operations of a department would not be qualifying experience.