

SECRETARY TO BOARD OF TRUSTEES
(WESTCHESTER JOINT WATER WORKS)

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of the Board of Trustees, the incumbent performs a wide variety of responsible administrative, clerical and record keeping work calling for confidentiality and the use of independent judgment. The incumbent performs all executive secretarial functions for Manager (Westchester Joint Water Works), and conducts special assignments for the Board of Trustees and/or Manager (Westchester Joint Water Works) as necessary. Supervision is not an aspect of this position. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Performs executive secretarial functions for the Manager (Westchester Joint Water Works);

Attends all Board meetings, takes notes of the meetings, prepares, transcribes, proofreads and distributes minutes;

Prepares meeting agendas and materials, sets up materials for Board members;

Prepares and reviews all files and records concerning confidential correspondence, reports, memoranda, applications, etc. related but not limited to collective bargaining, personnel, contracts and legal matters;

Maintains all files and records associated with confidential correspondence, reports, memoranda, applications, etc. related but not limited to collective bargaining, personnel, contracts and legal matters;

Issue notice of Board of Trustees meetings to the board members, Westchester Joint Water Works legal counsel, and member municipality Town/Village clerks;

Post the meeting agenda, and meeting minutes to Westchester Joint Water Works website;

Opens and screens mail related to managerial activities and independently prepares replies to routine correspondence;

Maintains files of all minutes taken at Board of Trustees meetings;

Coordinates and schedules special board meetings when directed by Manager (Westchester Joint Water Works);

Performs special and confidential assignments as required;

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

SECRETARY TO BOARD OF TRUSTEES
(WESTCHESTER JOINT WATER WORKS)

Page 2

DESIRABLE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the responsibilities of an executive secretary; good knowledge of water work terminology; good knowledge of modern business terminology, procedures and equipment; good knowledge of office terminology, procedures and equipment; ability to manipulate an alphanumeric keyboard; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to maintain complex records and files; ability to handle administrative details independently; ability to understand and carry out oral and written directions; ability to get along well with others; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to maintain confidentiality and exercise discretion in handling confidential matters; honesty; thoroughness; accuracy; dependability; initiative; tact; good judgement; courtesy; physical condition commensurate with the demands of the position.

RECOMMENDED MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and three (3) years of work experience in which the primary function of the position was performing general office/clerical work that included the use of computer applications to maintain records, produce correspondence or spreadsheets.

SUBSTITUTION: Satisfactory completion of 30 credits* at a recognized college or university may be substituted, on a year for year basis, for up to two (2) years of the general office/clerical 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.