

ORANGE COUNTY CLASS SPECIFICATION

TITLE: CONFIDENTIAL SECRETARY TO THE COMMISSIONER OF PUBLIC WORKS **GRADE:** 15

TITLE ABBREVIATION: CONF SEC COMM PUBLIC WORKS **TITLE NO.:** 562040

JURIS.CL: C **SALARY CODE:** 07 **UNIT:** M **EEO CODE:** AS **FLSA CODE:** NE

DEPARTMENT: PUBLIC WORKS **DIVISION:** ADMINISTRATION

SUPERVISOR'S TITLE: COMMISSIONER OF PUBLIC WORKS

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of the Commissioner of Public Works, this position performs executive and confidential secretarial tasks relieving the Commissioner of administrative detail for the efficient operation of the department. Work involves a high degree of discretion and the exercise of judgment on important and confidential matters. The work requires exercise of initiative and independence in the development of work methods and in carrying out duties. Specific assignments are reviewed upon completion for compliance with policies and instructions. Supervision is exercised over assigned clerical and secretarial staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Serves as an assistant to the Commissioner in the daily operations of the Department of Public Works, including all divisions: Engineering, Highway, Building and Grounds, Environmental Facilities & Services, and Airport;

Performs all executive secretarial tasks for the Commissioner, including reviewing and proofreading confidential correspondence, preparing reports and minutes of meetings, scheduling appointments and maintaining confidential files and other material essential for use by the Commissioner;

Manages the administrative office of the department, coordinating and overseeing operations including personnel and civil service administration, budgeting, purchasing, contract preparation, grant tracking, preparation and tracking of hiring requests and legislative requests, and supervising subordinate staff;

Relays directives to supervisory personnel in all divisions and follows up on their completion in accordance with delegated responsibility;

Screens concerns and inquiries from employees, public officials, the press and the general public addressed to the Commissioner; gathers appropriate material from the Commissioner and other administrative staff to respond to routine inquiries and routes more complex inquiries along with support documentation to department staff as appropriate;

Develops and maintains an organized system of administrative records and reports including records retention; maintains all confidential correspondence that must be retained in office files;

Assists in the recruitment of personnel following civil service procedures; collects and prepares new hire paperwork, and handles on-boarding process;

Screens callers and visitors to determine the nature of the inquiry, responds to questions on established policy and procedure or refers to the proper person;

Keeps abreast of upcoming departmental events and current news related to DPW to respond to routine inquiries;

Monitors progress of departmental assignments, ensuring that responses are timely and in accordance with established office and department policy and procedure;

Uses computer applications and business equipment such as database software, spreadsheets, word processing, power-point presentations, scanners, e-mail in performing work assignments;

Prepares correspondence, memoranda, reports, minutes of meetings, and other related materials;

Directly supervises clerical and secretarial staff within the department;

Coordinates vacation schedules among administrative support staff to ensure that adequate secretarial coverage is provided;

Performs special and confidential assignments as required.

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

Thorough knowledge of general business terminology, procedures and equipment; thorough knowledge of business arithmetic and English; good knowledge of the general organization, function and responsibilities of the Department of Public Works and County government; skill in the use of computers, computer applications and standard office equipment; ability to handle administrative details independently and confidentially, including composition of important letters and memorandum; ability to plan and supervise the work of others; ability to understand and carry out complex oral and written directions; ability to make work decisions in accordance with established policies and directives; accuracy; resourcefulness; initiative; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (A) Bachelor's Degree and two (2) years of experience in an executive secretary or administrative assistant capacity to an executive, department head, or a high-ranking official; OR
- (B) Completion of sixty (60) credits and four (4) years of experience as defined above.

NOTE: Your degree or credits 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. If your degree or credits were awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

ADOPTED: 5/13/23 AT