

**COUNTY OF ORANGE
MUNICIPAL/SCHOOL
JOB CLASSIFICATION SPECIFICATION**

CLASS TITLE: CONFIDENTIAL ASSISTANT TO THE VILLAGE MAYOR

TITLE #: 1922

DISTINGUISHING FEATURES OF THE CLASS: This position provides a personal and confidential assistant to a Village Mayor to serve in any capacity desired whether in administration, bookkeeping, public relations, investigative, secretarial, etc. As this position is intended to provide services in areas of particular concern of an incumbent Village Mayor, particularly those that are sensitive in nature, the exercise of communication and action must reflect the policies and goals of the Mayor. Appointments to the position are made by the Mayor who provides either general or direct supervision as may be required by circumstances. Does related work as required.

TYPICAL WORK ACTIVITIES:

Acts as liaison between the Mayor and employees, department heads, legislators, community leaders, members of the public, etc.;

Answers telephone calls, receives complaints, by mail or in person, and analyzes same for response;

Prepares correspondence for the Mayor's signature;

Takes part in confidential or sensitive issues as necessary and follows-up as required;

Conducts research and gathers information for the development of projects, prepares statistical and narrative reports, and coordinates the implementation of projects as adopted;

As directed by the Mayor, audits, reviews, monitors and provides advice on administrative matters including but not limited to personnel practices, program development, agency costs and expenditures, etc.;

Maintains budget records and materials, researches availability of grants, makes projections and provides input for budget preparation;

Prepares drafts of press releases;

Represents the Mayor at a variety of meetings, forums and legislative proceedings.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of Village functions and operations; working knowledge of administrative practices and procedures; ability to analyze and define problems and formulate appropriate solutions; ability to exercise sound judgment and discretion in handling sensitive and confidential issues; ability to plan and organize data; ability to present ideas clearly and concisely, both orally and in writing; ability to establish and maintain effective working relationships; tact; initiative; problem solving abilities; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Any combination of training and experience deemed acceptable by the Appointing Authority.

SUGGESTED STANDARDS: Graduation from high school or possession of a high school equivalency diploma and three (3) years of experience working in government, public administration, or business management roles.

JURISDICTIONAL CLASSIFICATION: Competitive. Pending approval by NYS Civil Service in the Exempt class for Village of South Blooming Grove.

ADOPTED: 2/22/2021 AT