



Jurisdiction Class: Competitive
Civil Division: County
Adopted by PO: 2/1/2009
Revised by PO: 3/15/2021

SENIOR ADMINISTRATIVE ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS:

This position involves being able to manage an office and work effectively as a liaison. The incumbent is responsible for the planning and coordinating of the support and technical activities of a large department or major unit. The work includes making determinations on a wide variety of administrative problems relating to personnel administration, fiscal management, methods analysis and training. The incumbent collects information and data for administrative studies and makes recommendations where appropriate. The position differs from that of an Administrative Assistant in that it calls for wider latitude in the exercise of independent judgment. In addition, the extent of liaison and advisory responsibilities can be more complex if the program managed is in a larger department. The work is performed under the general supervision of the department head or other administrator. Supervision is exercised over subordinate clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Coordinates the administrative duties, business and computer functions of the department;
Plans, assigns and supervises office duties;
Assists superiors in the formulation and review of departmental procedures and regulations;
Gathers, compiles and evaluates data concerning departmental operations to maximize efficiency and effectiveness of performance and compliance with various program areas;
Prepares State aid applications and quarterly expenditure reports. Prepares various Federal and State grant reports and vouchers;
Coordinates and supervises the maintenance of departmental account – keeping records, personnel records and preparation of payrolls;
Maintains liaison role with units within a department and with other public and private agencies to assist in solving mutual problems, and developing improved services and public relations;
Computer Systems Maintenance and acts as a liaison with Information Technology Department to ensure maximum efficiency of electronic records, statistical data, billing data and other specialized computer programs within a department. Identifies computer system hardware and software problem areas and initiates steps to correct. May be responsible for updating department web page.
Participates in the preparation and analysis of statistical and fiscal data required for internal operations by various State departments and for completion of cost reports and audits by external accounting and program auditors;
Conducts inventory and establishes control system for all agency equipment;
Assists in the formulation of policies and procedures for the administration of various programs;
Responsible for evaluation and supervision of clerical personnel and performs a full range of supervisory activities;
Prepares correspondence and reports;
Assists in preparation and tracking of contracts for services;
Assists in preparation of annual budget and monitors revenues and expenses with initiation of line item transfers as indicated and approved by Department Head;
Performs other duties as assigned.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the methods and techniques of office management, organization and supervision;
Thorough knowledge of the principles and procedures of public administration and budget preparation;
Good knowledge of modern bookkeeping methods and procedures;
Good knowledge of office equipment and supply requirements;
Ability to plan, organize and supervise the work of others in a manner conducive to full performance and high morale;
Ability to analyze office and field work procedures;
Ability to express oneself clearly and concisely, both orally and in writing;
Ability to promote and maintain effective departmental and public relations;
Physical conditions commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- a) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree; AND one (1) year of experience in the support of an administrator*; OR
- b) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree; AND three (3) years of experience in the support of an administrator*; OR
- c) Graduation from high school or possession of a high school equivalency diploma; AND and five (5) years of experience as outlined in (a) and (b) above.

NOTE:

- a) Verifiable part-time experience will be pro-rated toward meeting full-time experience requirements.
- b) Definition of "support of an administrator", may involve participation in office management; budget preparation and/or monitoring; personnel; administrative analysis involvement in the development and/or review of program practices and procedures; evaluating program operations; participation in planning, management activities; purchasing; public relations; or other related activities.