

**DEPARTMENT:** NIAGARA COUNTY PUBLIC WORKS  
**CLASSIFICATION:** NON-COMPETITIVE CONFIDENTIAL/POLICY INFLUENCING –  
NYSCSC APPROVED 11/18/2021  
**APPROVED:** DECEMBER 6, 2019

**CONFIDENTIAL ASSISTANT – COMMISSIONER OF PUBLIC WORKS**

**DISTINGUISHING FEATURES OF THE CLASS:** The incumbent serves as the confidential assistant to the Commissioner of Public Works and provides administrative support to the department. The incumbent assists the Commissioner and Deputy Commissioners by performing administrative duties to include scheduling, filing, assisting with meeting preparation and presentations, and responding to calls and correspondence. The incumbent is responsible for the administration of the rural transportation program and other assigned programs within the divisions of the department. This is important administrative support and liaison work involving the frequent exercise of independent judgment in planning and coordinating the non-technical activities of the department. The incumbent works under general supervision. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

1. Serves as confidential assistant to the Commissioner;
2. Assists the Commissioner and Deputy Commissioners by performing administrative support tasks;
3. Schedules and arranges meetings, conferences and appointments;
4. Assembles and coordinates background material;
5. Composes/authors and prepares correspondence, memoranda, reports, newsletters, informational material, legislative resolutions, and minutes of meetings, hearings and conferences;
6. Prepares and maintains activity, cost, and progress records and reports/spreadsheets related to the work using statistical and narrative information;
7. Monitors and tracks status of various program activities;
8. Screens callers and visitors to determine the nature of the inquiry, answers questions on established policy and procedure and/or refers to appropriate party or office;
9. Prepares and/or updates lists, forms, statistical data, letters, etc., on a personal computer;
10. Transmits information or instructions from supervisor to appropriate staff orally, in writing, or electronically, and follows up to see that instructions are followed and deadlines are met;
11. Develops, maintains and updates complex computerized records requiring knowledge of agency services and procedures;
12. Maintains office records and statistics using database or spreadsheet software;
13. Utilizes modern office software and social media platforms;
14. Maintains inventory of and assigns protective clothing and equipment to department personnel;
15. Oversees administration of the rural transportation program and other assigned programs within the division of the department;
16. Assists the Commissioner and Deputy Commissioner with confidential personnel matters;
17. Attends assigned meetings.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of office terminology, procedures and equipment; thorough knowledge of business arithmetic and English; good knowledge of Niagara County government, policies, and procedures; good knowledge of the principles, practices and procedures of public works administration; good knowledge of the principles, terminology, practices and procedures related to rural transportation programs; skill in maintaining activity control records and in preparing reports; ability to maintain confidential and sensitive information; ability to plan, manage and organize office functions independently; ability to handle routine administrative details independently, including the composition of letters and memoranda; ability to understand and follow complex oral and written instructions; ability to establish and maintain cooperative relations with the public and other governmental and private agencies; ability to utilize modern office software and equipment at an acceptable rate of speed and accuracy; ability to get along well with others; clerical aptitude; a high degree of accuracy, industry and dependability; integrity; confidentiality; sound professional judgment; physical condition and maturity commensurate with the demands of the position.

**CONFIDENTIAL ASSISTANT – COMMISSIONER OF PUBLIC WORKS CONTINUED**

**MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of an equivalency diploma **AND** one of the following:

1. Graduation from a regionally accredited college or university or one accredited by the New York State board of Regents to grant degrees with a Bachelor's Degree in a business related field; **OR**
2. Graduation from a regionally accredited college or university or one accredited by the New York State board of Regents to grant degrees with an Associate's Degree in a business related field **and** two (2) years of full-time paid administrative or office management experience which shall have involved maintaining computerized records in a database or spreadsheet application and preparing reports; **OR**
3. Four (4) years of full-time paid administrative or office management experience which shall have involved maintaining computerized records in a database or spreadsheet application and preparing reports.