

**DEPARTMENT:** NIAGARA COUNTY MANAGER  
**CLASSIFICATION:** EXEMPT – NYSCSC PENDING  
**APPROVED:** MARCH 12, 2018

**EXECUTIVE ASSISTANT – COUNTY MANAGER**

**DISTINGUISHING FEATURES OF THE CLASS:** The incumbent serves as the executive assistant to the County Manager and acts as his/her principal administrative right hand. Responsibilities include assisting the County Manager by handling the details of the management procedures for the Office of the County Manager; collecting information and data for administrative studies and determinations; and making recommendations of methods for handling a wide variety of administrative challenges and opportunities. Acts in a confidential capacity and has a confidential working relationship with the County Manager in support of the Manager's significant involvement in the handling of labor-management relations on behalf of the County. This is important office management and liaison work involving the frequent exercise of independent judgment in planning and coordinating the non-technical activities of the department. The work involves responsibility for personally handling administrative details in order to free the time of the County Manager for advising, counseling and supporting the County Legislature; planning; policy-development; coaching, and mentoring personnel direct reports; coordinating County-wide activities, projects, and programs; and providing public and media relations representation. Routine duties are performed in accordance with general direction received when conducting administrative studies and liaison work. Recommendations for administrative determinations are subject to review and approval. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

1. Serves as office administrator to the County Manager maintaining confidentiality;
2. Answers and screens phone calls for the County Manager including receiving complaints and attempting to resolve them;
3. Schedules and arranges meetings, conferences and appointments and assembles and coordinates background material;
4. Composes correspondence, memoranda, reports, newsletters, informational material, legislative resolutions, and minutes of meetings, hearings and conferences and/or oversees staff in preparation of same;
5. Prepares and develops the annual department budget;
6. Coordinates policy research and special projects from conception to implementation;
7. Utilizes Microsoft Office (Outlook, Word, Excel and Power Point), Adobe Acrobat, and social media platforms;
8. Serves on committees within or related to county government;
9. Maintains payroll for department;
10. Reviews and responds to correspondence, composes all letters, memos and required documents;
11. Receives, opens, directs and responds to mail;
12. Inputs all confidential correspondence dictated by the County Manager;
13. Serves as liaison for informational purposes between department officials and public/non-public officials;
14. Provides instructions to department heads and departmental personnel regarding the directions of the County Manager;
15. Performs routine office duties such as maintaining inventory, purchasing office supplies, and maintaining required books, committee records and appointments;
16. Maintains office records and performs support staff activities unique to the County Manager's Office;
17. Attends required meetings and takes minutes.

**CONTINUED**

**EXECUTIVE ASSISTANT – COUNTY MANAGER CONTINUED**

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

Good knowledge of office terminology, procedures, and methods; good knowledge of business arithmetic and English; good knowledge of the principles and modern practices of office and personnel management; working knowledge of modern office machines, working knowledge of the principles and modern practices of account keeping and budget control; good knowledge of the organization, functions, laws, policies and procedures of local government and of the character of relationships between departments and between public and private agencies; working knowledge of data processing practices; demonstrated ability to organize, coordinate, and review the work of clerical employees in multiple departments; ability to maintain confidentiality; ability to understand and carry out complex verbal and written directions; demonstrated ability to present oral and written comments and opinions clearly and concisely; demonstrated ability to secure the cooperation of others; demonstrated ability to deal effectively with the public and County personnel; good judgment in solving complex clerical and administrative problems; initiative and resourcefulness; tact and courtesy; integrity; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of an equivalency diploma:

- AND:** 1. Graduation from a regionally accredited or New York State registered approved four (4) year college or university with a Bachelor's degree and two (2) years of full-time paid experience in an administrative capacity or as an office manager supervising the work of others. One (1) year of work experience must have been in the following fields: accounting or finance administration, public administration, or business administration;
- OR:** 2. Graduation from a regionally accredited or New York State registered approved four (4) year college or university with an Associate's degree and four (4) years of full-time paid experience in an administrative capacity or as an office manager supervising the work of others. One (1) year of work experience must have been in the following fields: accounting or finance administration, public administration, or business administration.