

Confidential Secretary to County Administration Tompkins County

Department: County Administration
Classification: Exempt
Labor Grade: Confidential Grade 63
Approved: Reclass 6/18/2018
Revised: 12/19; 2/21; 11/2021; 2/2024
By: HB, Deputy Commissioner of Human Resources

SUGGESTED OR PREFERRED QUALIFICATIONS:

1. Bachelor's Degree in Business Administration, Accounting or closely related field **AND** three (3) years of executive level secretarial/administrative experience; **OR**
2. Associate's Degree in Secretarial Sciences, Business Administration, Accounting or closely related field **AND** five (5) years of executive level secretarial/administrative experience; **OR**
3. Graduation from high school or possession of a high school equivalency diploma **AND** (7) seven years of full-time paid senior level clerical or administrative experience; **OR**
4. Any combination of training and experience equal to or greater than that specified in (a), (b) or (c) above.

SPECIAL REQUIREMENTS:

The preferred candidate must obtain status as a notary public within 6 months of hire.

Tompkins County is committed to Equity and Inclusion. We encourage those with similar values to apply.

DISTINGUISHING FEATURES OF THE CLASS:

An individual in this position will assist the County Administrator's Office in fulfilling their functions through the management of information: researching, compiling, preparing, coordinating and/or communicating information among the Administrator's Office, Departments, the Legislature and/or outside agencies. The work involves responsible tasks requiring a high degree of mature judgment and knowledge of program policies and procedures. The incumbent exercises considerable autonomy and independent judgment when acting on behalf of the County Administrator. Internal and external contacts occur on a regular basis with interaction between senior level and management staff in County departments and other agencies under the County's jurisdiction. This position routinely utilizes high level computer skills including a variety of word processing, graphic applications, spreadsheets, and communications software. Responsibilities are 80% self-directed and an incumbent must possess self-motivation, initiative, organizational skills and an ability to prioritize tasks. The employee must function with complete confidentiality, and adhere to the Tompkins County Values of respect, accountability, equity and integrity. The work is performed under the general supervision of the County Administrator. Supervision of office/clerical staff as assigned. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Plans, directs, coordinates, and reviews assigned activities and operations of the County Administrator's Office including assigned accounting, administrative support, technical, and/or programmatic service areas;
- Recommends improvements in work flow, procedures, and use of equipment and forms and implements improvements as approved;
- Participates in the selection, training, and evaluation of assigned administrative support personnel;
- Provides or coordinates staff training as needed and works with assigned administrative support employees to correct deficiencies;
- Serves as primary contact and liaison for assigned functions and programs with other County departments and staff, the Legislature, the general public, and outside agencies and organizations;
- Collects, compiles, and analyzes information from various sources on a variety of specialized topics related to programs administered by the position or by County Administration staff;
- Writes reports that present and interpret data, identifies alternatives, and makes and justifies recommendations;
- Performs a wide variety of complex, responsible, and confidential duties for the County Administrator, and other staff;
- Relieves assigned staff of administrative work including investigating and answering complaints and providing assistance in resolving operational and administrative problems;

- Prepares and proofreads a wide variety of reports, letters, memoranda, correspondence, statistical charts and presentations using Microsoft Office and applicable software;
- Prepares from rough draft or verbal instruction and independently composes correspondence and reports related to assigned area of responsibility;
- Participates in other administrative functions such as processing of personnel and payroll records and departmental budget preparation and control;
- Assists in coordinating, developing, and monitoring the assigned budget including compiling annual budget requests and monitors approved budget accounts;
- Serves as support staff to select committees and advisory boards associated with the work of the agency for specific programs administered by the department in conjunction with other agencies;
- Directs and participates in the maintenance of a calendar of activities, meetings, and various events for County Administrator and assigned staff, coordinates activities with other County departments, the public, and outside agencies, and directs and participates in coordinating and processing staff travel arrangements;
- Greets visitors in County Administrator's Office, screens calls and mail;
- Provides information and assistance to visitors including responding to confidential and sensitive requests for information and assistance;
- Coordinates, assists County Administration staff members, and tracks departmental purchase orders for County Administrator's approval as well as accounts payable for office equipment, supplies, codes requisitions and all expense vouchers for assigned areas;
- Submits demands for, disbursement of, and accounting for petty cash fund;
- Provides departmental support for equipment and software purchase, usage and maintenance;
- Initiates, organizes, maintains, and controls access to complex filing systems and records including highly sensitive files;
- Establishes, makes entries in, controls accessibility to, updates, and maintains files for County Administrator's Office;
- Develops and revises office forms and report formats;
- Utilizes various computer applications and software packages;
- Maintains and generates reports from a database or network system;
- Conducts, attends, and participates in staff meetings as required;
- Schedules Department Head and Senior Management meetings and coordinates and prepares agendas for meetings and may be required to take meeting minutes;
- Assists with Freedom of Information Law (FOIL) requests;
- May be assigned work activities, projects, and programs;
- Reviews and evaluates work products, methods, and procedures;
- Meets with staff to identify and resolve problems;
- Performs related duties as required.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Given the critical role this position plays in County Government candidates must function with complete confidentiality and integrity and be able to carry out the stated values of Tompkins County. All candidates must be of good moral character.

- Thorough knowledge of current principles and practices of business administration of various agency programs;
- Thorough knowledge of office terminology, procedures and equipment;
- Thorough knowledge of business arithmetic and English;
- Commitment to equity, inclusion, diversity, and justice within County operations;
- Good knowledge and demonstrated experience with Microsoft Word, Excel, PowerPoint and Publisher required and demonstrated knowledge and experience with financial/accounting systems;
- Good knowledge of the organization, functions, laws, policies and regulations of the agency to which assigned;
- Ability to handle routine administrative details independently, including the composition of letters and memoranda;
- Ability to plan, assign and review the work of others;
- Ability to understand and carry out complex oral and written instructions;
- Ability to establish and maintain equitable and cooperative relations with the public and other governmental and private agencies;
- Ability to perform close, detailed work involving considerable visual effort and strain;
- Good judgment in solving complex clerical and administrative problems;
- Tact and courtesy;
- Ability to carry out the values of Tompkins County:
 - ◆ *Integrity – We commit to honesty and uncompromising adherence to the Tompkins County code of ethics.*
 - ◆ *Accountability – We hold the organization and each other responsible for decisions that affect the public and our employees.*

- ◆ *Equity – We sustain a workplace community that ensures fairness through diversity and inclusion, eliminates structurally oppressive systems, and builds trust, appreciation, and opportunities for all.*
- ◆ *Respect - We embrace a safe and inclusive culture and treat others with dignity, understanding, and compassion.*
- The employee's physical and mental condition shall be commensurate with the demands of the position, either with or without reasonable accommodations.

PHYSICAL, MENTAL AND ENVIRONMENTAL DEMANDS:

The employee must be able to sit for extended periods of time within a standard eight-hour work day. Other types of physical effort are minimal with the exception of the occasional requirement to lift boxes of office supplies and paper goods up to twenty pounds. The incumbent's visual acuity must be sufficient to enable him or her to see and accurately work with information on a computer screen. Due to the office clerical nature of the position, the position will involve considerable visual effort. The employee's hearing must be sufficiently acute to enable him or her to hear, understand and carry out verbal instructions. The employee must have the physical ability (with or without reasonable accommodations) to manipulate a computer keyboard and other types of office equipment. These fine motor skills include adequate hand/eye coordination and the full use of fingers, hands and arms to perform the essential functions of this job.

The work will involve moderate to high demands due to unpredictable fluctuations in work volume, frequent interruptions, regular changes in priority and occasional rush orders and/or conflicting deadlines. This position does not encompass an unusual level of pressure or exposure to distressing human situations. Moderate interpersonal skills are needed to verify or explain information and to inform others about regulations, policies and programs. Internal contacts are with employees across the organization and involve routine administrative and highly structured work interactions. External contacts are with the general public and involve the exchange of information in structured situations.

Environmental factors include the ability to work closely and cooperatively in close physical proximity with others. The employee may occasionally be required to work alone. Almost all work is performed indoors in a temperature-controlled environment, so excessive heat, cold, humidity, noise, etc., are not factors that are significant to this job. The employee may at times be asked to drive to get to remote locations, or otherwise demonstrate the ability to meet the limited transportation requirements of this job. Risk of injury or environmental injury is minimal.

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