

CONFIDENTIAL SECRETARY TO THE OFFICE OF ECONOMIC DEVELOPMENT

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class functions as the personal secretary to the Director of the Office of Economic Development. This individual is responsible for performing a variety of office management and high-level clerical/secretarial tasks requiring confidentiality. The incumbent must be able to work independently, exercise independent judgement as well as multi-task, prioritize and pay great attention to details. This position requires someone who can understand and comply with contracts and government rules and regulations, as well as comprehend basic financial accounting and budgeting practices. In addition, word processing, spreadsheet, database maintenance and other secretarial tasks must be performed. The work is performed under the direct supervision of the Ulster County Director of Economic Development. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Assists Office staff, County personnel and members of the three boards: Ulster County Industrial Development Agency (UCIDA), the Ulster County Capital Resource Corporation (UCCRC) and the Ulster County Economic Development Alliance (UCEDA) and others with helping Ulster County businesses to grow and thrive as well as providing critical assistance to new businesses seeking to locate in Ulster County;

Updates and maintains the Salesforce database with all office contracts, as well as the websites for the Office and the boards;

Manages invoicing and payment requirements of contracts and ensures insurance documentation is in order;

Assists in preparation of annual budgets and tracks expenditures throughout the year;

Assists with the preparation of annual reporting to the NYS Authorities Budget Office;

Acts as recording secretary to all boards and their affiliated committees;

Prepares agendas and packets for meetings, composes letters, memoranda, reports and other materials for the boards;

Maintains all office records and files, board books and archival materials for the purpose of audits and State and Federal mandated requirements;

Files and keeps all records of confidential nature;

Schedules and coordinates education and training events, public hearings and meetings;

Communicates with County personnel and the public, written and orally as necessary;

Answers the telephone, takes messages, directs callers to proper persons and provides relevant information;

Supervises inventory control of supplies and equipment.

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 the functions of local government and the relationship among departments, and the interaction between public and private agencies; working knowledge of the principles and practices of office and personnel management; ability to track and monitor budget accounts and other program data; ability to compile and organize information and prepare a variety of narrative and statistical reports; ability to carry out oral and written directions; ability to prepare correspondence, memoranda and other written material; ability to type accurately at an acceptable rate of speed; ability to work independently; ability to deal effectively with the public and get along well with others; clerical aptitude; initiative and resourcefulness; tact, courtesy and integrity.

MINIMUM QUALIFICATIONS: Either:

- A. Possession of a Bachelor's or higher level degree, and one (1) year of full-time paid, or its part-time equivalent, progressively responsible clerical work experience which involved responsibility for administrative details; **OR**
- B. Possession of an Associate's degree and three (3) years of full-time paid, or its part-time equivalent, work experience as defined by the limits of A above; **OR**
- C. Graduation from high school or possession of a high school equivalency diploma and five (5) years of full-time paid, or its part-time equivalent, work experience as defined by the limits of A above; **OR**
- D. An equivalent combination of training and experience as defined by the limits of A, B and C above.

Note: Your degree or college credits must have been awarded or earned by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

ULSTER COUNTY
1653 CON SEC ED
Classification: Proposed Non-Competitive
NUMGT

Adopted: September 16, 2016
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