

ASSISTANT TO THE DIRECTOR OF RECOVERY AND RESILIENCE

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class is responsible for providing administrative support for all Recovery and Resilience projects designed to strengthen and make Ulster County more equitable due to the impact of the COVID-19 pandemic. These projects include but are not limited to: American Rescue Plan Act (ARPA) spending, implementation of County plans supporting Recovery and Resilience including the Housing Action Plan, Green New Deal, and Behavioral Health Task Force recommendations, and community infrastructure projects such as community development, open space and recreation programs. The incumbent performs a variety of high level clerical/secretarial tasks requiring confidentiality, and involves responsibility for office management and liaison work involving the frequent exercise of independent judgment in planning and coordinating non-technical activities and applying policy in the unit. The incumbent will facilitate administrative determinations, which have been reviewed and approved by the Director of Recovery and Resilience and others as requested. A significant portion of the work involves high level word processing, spreadsheet and database maintenance. The work is performed under the direct supervision of the Director of Recovery and Resilience with wide leeway allowed for exercising independent judgment in carrying out the details of the work. Supervision is not normally a function of this class. 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.

Provides administrative support for all Recovery and Resilience projects, including all open calls for projects and proposals and grant proposal development;

Tracks movement of all projects through the procurement, contracting and payment process and may assist in preparation of annual budget;

Provides administrative and compliance support for relevant boards;

Assists the Director of Recovery and Resilience and others in carrying out specialized services for the unit;

Collects and compiles data and statistics relating to a variety of departmental needs;

Conducts routine correspondence on matters which involve the interpretation of policies and procedures;

Prepares all contracts and amendments related to federal, state and local programs and participates in all matters of procurement;

Coordinates the management of requests and documents;

Communicates with other department heads, employees and the public, written and orally as necessary;

Schedules appointments and coordinates staff and other meetings;

Files and keeps all records of a confidential nature;

Answers telephone, takes messages, directs callers to proper persons and gives out routine information.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of office terminology, procedures and methods; thorough knowledge of business arithmetic and english; good knowledge of the functions of local government, the relationship among departments and the interaction between public and private agencies; working knowledge of the principles and practices of office and personnel management; working knowledge of the American Rescue Plan Act funding requirements, limitations and regulations; ability to track and monitor budget accounts and other project data; ability to maintain confidentiality; ability to understand and apply complex oral and written directions; ability to compile and organize information for and prepare a variety of narrative and statistical reports; ability to type accurately at an acceptable rate of speed; ability to secure the cooperation of others and to deal effectively with the public; ability to readily acquire familiarity with departmental organization, functions, laws, policies and regulations; ability to use automated office equipment; good judgment in solving complex clerical and administrative problems; initiative and resourcefulness; tact; courtesy; integrity.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from an accredited college or university with 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 in a business or government office which involved responsibility for administrative details; **OR**
- B. Graduation from an accredited college or university with 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.

ULSTER COUNTY
0535 AST RCV RS
Classification: Proposed Non-Competitive
MGT

Adopted: August 30, 2021