

**SECRETARY TO THE ASSISTANT SUPERINTENDENT FOR ADMINISTRATION**  
**(BOCES)**

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves responsibility for providing a wide variety of complex, confidential administrative support to the Assistant Superintendent for Administration. The incumbent relieves the Assistant Superintendent of administrative details by independently performing administrative support tasks that require a good understanding of the policies and procedures of the Board of Education and Central Administration, Finance, Human Resources, O&M, Food Service, Risk Management, Transportation, Grants and Records Management. The employee will have responsibility for generating various detailed reports, interacting and communicating with various departments and school administrators, as well as coordinating activities of a BOCES and applying BOCES policy. The work is performed under the general supervision of the Assistant Superintendent with considerable leeway allowed for the exercise of independent judgement. Supervision may be exercised over the work of clerical employees assigned to the department. 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.

Performs complex, confidential secretarial work relating to school administration, legal matters, external audits and state agencies as assigned by the Assistant Superintendent for Administration;

Conducts studies by collecting and compiling data and statistics relating to a variety of purposes;

Prepares various detailed reports as directed by the Assistant Superintendent for Administration;

Assists the Assistant Superintendent for Administration with the improvement of procedures and practices, and the solution of administrative problems;

Supports the Assistant Superintendent for Administration with daily operations of various programs and departments;

Assists administrative superiors in carrying out specialized services of a department or major unit;

Collects and compiles budget data, assists in the preparation of the budget and the maintenance of budget control;

Maintains contacts with units within the department and other public and private agencies to assist in solving mutual problems and develop improved services;

Performs all preparations relating to administrative meetings;

Maintains account keeping records;

Facilitates contract processing and recordkeeping;

Sorts, reviews and processes mail and correspondence for the Assistant Superintendent for Administration;

May supervise inventory control of departmental supplies, equipment, and related records.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Thorough knowledge of the principles and practices of office management; thorough knowledge of office terminology, procedures, methods and equipment; thorough knowledge of Business Arithmetic and English; good knowledge of the functions of a BOCES and the interaction between the public and staff; working knowledge of the principles and practices of account keeping and budget control; ability to readily acquire familiarity with the functions, laws, policies and regulations of the central administration office of a BOCES; ability to supervise and review the work of subordinate staff; ability to understand and apply complex oral and written directions; ability to prepare correspondence and reports; ability to communicate effectively with staff, students, parents and public agencies; ability to maintain confidentiality; ability to use automated office equipment; good judgement 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 in Business Administration or Management, Public Administration, English, Secretarial Science or a related field, and two (2) years year of full-time paid, or its part-time equivalent, work experience in a progressively responsible secretarial position which involved responsibility for administrative details; OR
- B. Graduation from an accredited college or university with an Associate's or higher level degree in Business Administration or Management, Public Administration, English, Secretarial Science or a related field, and four (4) years of full-time paid, or its part-time equivalent, work experience in a progressively responsible secretarial position which involved responsibility for administrative details; OR
- C. Graduation from high school or possession of a high school equivalency diploma and six (6) years of full-time paid, or its part-time equivalent, work experience as defined by the limits of A and B above; OR
- D. An equivalent combination of training and experience as defined by the limits of A, B and C above.

ULSTER COUNTY  
5862 SEC ASA BO  
Classification: Competitive  
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Adopted: December 18, 2020

