

SECRETARY TO THE DIRECTOR OF PURCHASING

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for office management and liaison work involving the frequent exercise of independent judgment, in planning and coordinating the non-technical activities in the administrative office of the Ulster County Department of Purchasing. In order to free the time of the Director of Purchasing, the incumbent will facilitate administrative determinations, which have been reviewed and approved. The work is performed under the general supervision of the Director of Purchasing with considerable leeway allowed for exercising independent judgment in carrying out the details of the work. Supervision may be exercised over subordinate 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.

Assists Director of Purchasing in carrying out the services of the department;

Schedules and coordinates staff meetings;

Conducts efficiency studies by collecting and compiling data and statistics relating to the organizational work flow;

Submits recommendations for the improvement of procedures and the solutions of administrative problems;

Conducts correspondence and maintains and coordinates correspondence on matters where policies and procedures are defined, or with the general input of the Director of Purchasing;

Maintains contacts with public and private agencies to assist in solving mutual problems and develop improved services.

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

May coordinate and supervise the maintenance of departmental account keeping records, time and attendance records and the preparation of payrolls;

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

May utilize data processing equipment in the performance of work assignments;

May interview job applicants, and provide recommendations on hiring and related personnel matters;

May review mail and process various requests and claims;

May provide training to subordinate employees, as needed.

May assist with the supervision and administration of the Mail Room

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 principles and practices of office and personnel management; 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 account keeping and budget control; ability to understand and apply complex oral and written directions; ability to prepare correspondence and 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; good judgment in solving complex clerical and administrative problems; initiative and resourcefulness; tact, courtesy, integrity.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from a regionally accredited or New York State registered 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 which involved responsibility for administrative details; **OR**
- B. Graduation from a regionally accredited or New York State registered 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 in 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 in A above; **OR**
- D. An equivalent combination of training and experience as defined by the limits of A, B and C above.

ULSTER COUNTY
5871 SEC DIR PU
Classification: Competitive
Union: UCSA
MGT

Adopted: April 23, 2018