

SPECIAL PROJECT ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class has responsibility for assisting in the facilitation and integration of various phases of special projects and/or providing specialized clerical support for special projects. The specific duties may vary in accordance with the focus of the program; but the general responsibility of the incumbent is to follow the guidelines of the project parameters, maintain communication on project implementation, work on program development, recruitment, public information and evaluation, and assist with seeking additional funding for the project. The work is performed under the general supervision of a higher-level employee. 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 may perform some or all of the following, as well as other related activities not described.

Assists in the facilitation and integration of various phases of a special project;

Follows the requirements of the project guidelines as set up at its initialization or as it has been authorized after subsequent review;

Gathers information and works on drafts of reports and evaluations;

Maintains communication on project implementation with all partners, employees and consultants;

Works on program development, recruitment, public information and evaluation;

Assists in seeking additional funding and partners to sustain project overtime;

Acts to respond to requests and critical situations when supervisor is not available;

Confers with team members or outside contractors on the progress of the project;

Compiles data regarding projects and completes a variety of reports;

Keeps informed of current trends, activities and information relevant to the project, participating in professional organizations or attending training sessions as deemed necessary;

Performs specialized clerical duties in support of special projects as necessary;

May represent supervisor at meetings as assigned.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of office terminology, procedures and equipment; good knowledge of business arithmetic and English; working knowledge of the range of resources

available related to the requirements of the special project and the means in which access to those resources may be attained; ability to organize and coordinate aspects of special projects; ability to effectively communicate both orally and in writing; ability to maintain accurate and complete records and reports; ability to maintain effective working relationships with various groups and agencies; good judgement; tact; courtesy.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from a New York State registered or regionally accredited college or university with an Associate's Degree in Business Administration, Secretarial Science or closely related field and one (1) year of full-time paid or its part-time equivalent, experience in a clerical position which involved responsibility for complex details; **OR**
- B. Graduation from high school or possession of a high school equivalency diploma and three (3) years of full-time paid or its part-time equivalent, experience in a clerical position which involved responsibility for complex details; **OR**
- C. An equivalent combination of training and experience as designated in A, and B above.

ULSTER COUNTY
6884 SP PRJ AST
Classification: Competitive
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Adopted: November 5, 2019