

**DEPARTMENT:** NIAGARA COUNTY SEWER DISTRICT  
**CLASSIFICATION:** COMPETITIVE  
**APPROVED:** JANUARY 28, 2013

**CONFIDENTIAL ASSISTANT – SEWER DISTRICT**

**DISTINGUISHING FEATURES OF THE CLASS:** The incumbent serves as the confidential assistant to the Administrative Director of the Niagara County Sewer District and provides administrative support to the department. The incumbent assists the Director by performing administrative duties to include general office management, scheduling, filing, assisting with meeting preparation and presentations, and responding to calls and correspondence. Responsibilities also include acting as liaison to other county departments, outside counsel, consultants and/or vendors, and to those doing business with the Sewer District. When assigned, the incumbent collects information and data for administrative studies and determinations, and prepares legislature resolutions for the department. This is important administrative support and liaison work involving the frequent exercise of independent judgment in planning and coordinating the non-technical activities of the department. The incumbent works under general supervision. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

1. Serves as office manager and confidential assistant to the Administrative Director;
2. Assists Director with establishing and implementing office procedures and oversees efficient work flow by establishing short and long-range plans, and assisting with staff development;
3. Maintains and prepares the District's financial records including the review and payment of vouchers; preparation of abstracts for audit; receipt and accounting for payments and deposits; and the review and update of monthly financial reports to the Board;
4. Assists with the preparation of the District budget and maintenance of budget control throughout the year;
5. Screens callers and visitors to determine the nature of the inquiry, answers questions on established policy and procedure and/or refers to appropriate party or office;
6. Schedules and arranges meetings, conferences and appointments and assembles and coordinates background material;
7. Opens, reviews and distributes incoming mail in accordance with staff assignments and attaches appropriate background material to correspondence;
8. Prepares responses to letters concerning programs, policies and procedures for own or supervisor's signature;
9. Composes/authors and prepares correspondence, memoranda, reports, newsletters, informational material, legislative resolutions, agenda items for monthly Board meetings and minutes of meetings, hearings and conferences and/or oversees staff in the preparation of same;
10. Prepares a variety of reports related to the work using statistical and narrative information;
11. Monitors and tracks status of various District activities including DEC permits, bid contracts, pretreatment permits, commercial/industrial water use, violations, etc.;
12. Prepares and/or updates lists, forms, statistical data, news releases or letters, etc., on a personal computer or oversees staff in preparation of same;
13. Transmits information or instructions from supervisor to appropriate staff orally, in writing, or electronically, and follows up to see that instructions are followed and deadlines are met;
14. Maintains and prepares payroll, personnel and attendance records;
15. Develops, maintains and updates complex computerized records requiring knowledge of District activities and procedures;
16. Acts as Records Retention Officer for the District, maintains office records and organizes filing system, and maintains statistics using database or spreadsheet software;
17. Responds to external agencies', municipalities', and residents' requests, researches and provides information;
18. Provides information regarding District activities and requirements either by phone or in person, schedule appointments, or assist individuals in applying for services by explaining procedures and program processes;

**CONTINUED**

## CONFIDENTIAL ASSISTANT – SEWER DISTRICT CONTINUED

### 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 Niagara County government, geography, economics, demographics, society, goals, politics, policies, and procedures; good knowledge of the principles, terminology, practices and procedures related to Sewer District activities; skill in maintaining activity control records and in preparing reports; ability to maintain confidential and sensitive information; ability to plan, manage and organize office functions independently; ability to handle routine administrative details independently, including the composition of letters and memoranda; ability to understand and follow complex oral and written instructions; ability to establish and maintain cooperative relations with the public and other governmental and private agencies; ability to operate an alphanumeric keyboard such as a typewriter, word processor or personal computer at an acceptable rate of speed; ability to perform close, detailed work involving considerable visual effort and strain; ability to get along well with others; clerical aptitude; a high degree of accuracy, industry and dependability; integrity; confidentiality; good judgment; outstanding professional leadership ability; physical condition and maturity commensurate with the demands of the position.

### MINIMUM QUALIFICATIONS:

Graduation from high school or possession of an equivalency diploma **AND**

Graduation from a regionally accredited college or university or one accredited by the New York State board of Regents to grant degrees with a Bachelor's Degree in a business related field and two (2) years of full-time paid administrative or office management experience which shall have involved maintaining computerized records in a database or spreadsheet application and preparing reports. One (1) year of qualifying experience must have included supervision and/or responsibility for the direction of an organizational segment; **OR**

Graduation from a regionally accredited college or university or one accredited by the New York State board of Regents to grant degrees with an Associate's Degree in a business related field and four (4) years of full-time paid administrative or office management experience which shall have involved maintaining computerized records in a database or spreadsheet application and preparing reports. One (1) year of qualifying experience must have included supervision and/or responsibility for the direction of an organizational segment.