

STAFF ASSISTANT - TOWN OF GREECE

Code No: 4-19-032

EXEMPT Pending NYS Approval

DISTINGUISHING FEATURES OF THE CLASS: This position is located in the Town Supervisor's Office and is responsible for performing administrative and liaison work as assigned by the Town Supervisor. The work involves the performance of special research and assessment projects to assist in the effective operation of the Office. The employee reports directly to, and works under the general supervision of the Town Supervisor with wide latitude allowed for the exercise of independent judgment. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Represents the Town Supervisor on various community committees and boards;

Conducts research and special studies in various areas to assist the Town Supervisor in formulating a position or a response to inquiries;

Serves as a liaison between the Town Supervisor and the Town Board, departments and community organizations;

Develops reports on operations and administrative functions of the town departments;

Confers with heads of the town departments;

Responds to assignment as directed by the Town Supervisor.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the organization, structure and purpose of the departments and agencies of town government; good knowledge of effective research techniques; good knowledge of the principles of public administration; ability to conduct research; analytical ability; ability to assimilate data; ability to develop comprehensive narrative reports; ability to abstract information; ability to maintain effective relationships with department heads, public officials, and representatives of all levels of government; good judgment; physical condition commensurate with the demands of the position.

SPECIAL REQUIREMENT: If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

ADOPTED: May 5, 2011