

**SECRETARY TO THE COMMISSIONER OF PUBLIC WORKS AND HIGHWAY
SUPERINTENDENT**

Code No. 3-05-224

EXEMPT

DISTINGUISHING FEATURES OF THE CLASS: This is a confidential secretarial position that provides clerical and administrative support to the Commissioner of Public Works and Highway Superintendent in the Town of Chili. The work requires assumption of responsibility for the details involved in administering the department. The employee reports directly to and works under the general supervision of the Commissioner of Public Works and Highway Superintendent. 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)

Completes complex forms, documents and reports, and composes correspondence on matters requiring a thorough knowledge of pertinent departmental functions and procedures, such as, employee records, equipment records, sub-division records, and correspondence records;

Types all materials relative to personnel requests for clearance for proposed new employees, letters to the Town Board, employee file covers, Federal employment citizen or alien verification forms, etc.;

Revises and updates wage and personnel lists and makes copies for distribution;

Types memoranda, reports, directive policies, Standard Operating Procedures, and logs in drainage complaints with follow-up status for concerned residents;

Obtains and gives out information to the general public and other Town personnel concerning highway and public works issues;

Attends meetings and hearings for the purpose of taking and summarizing minutes, acting as liaison for insurance companies, state and county agencies including Department of Transportation, Department of Labor, Audits and Control and Regional Highway Maintenance;

Acts as office manager as assigned;

Performs administrative duties including supervision and evaluation of subordinate clerical staff;

Monitors budget for appropriations and revenues, checks and monitors requisition requests, claim vouchers, bills, payroll and vacation requests.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of office practices, terminology and equipment; thorough knowledge of business math and English; good knowledge of the organization and administration of a public office; working knowledge of highways and public works practices and procedures as related to a Town; good oral and written communication skills; organizational skill; supervisory skill; ability to plan and organize the work of the Commissioner; ability to maintain confidentiality in all matters and particularly those involving personnel, discipline and union issues; ability to organize, file and retain source materials and reports; ability to follow complex oral and written directions; ability to operate standard office equipment including an electronic work station, copier, calculator, shredder, fax machine, etc.; ability to take and transcribe minutes of meetings; ability to deal effectively with the general public; ability to screen telephone calls and visitors; tact; courtesy; discretion; good judgment; physical condition commensurate with the demands of the position.

ADOPTED: October 7, 1999

Approved Exempt 5/20/2002 by New York State Civil Service Commission