

# VACANCY ANNOUNCEMENT

## EXECUTIVE ASSISTANT TO THE COUNTY ADMINISTRATOR

Full-time Executive Assistant to the County Administrator sought to perform complex clerical duties and independently carrying out a wide variety of complex procedures and projects as defined by the County Administrator. Duties include:

- Handles account keeping, filing and office management for the County Administrator;
- Prepares highly confidential correspondence on matters both where policies and procedures have been clearly defined and where only a brief explanation is provided;
- Schedules meetings or conferences for the County Administrator and Chairman of the Board, may brief attendees on subject matter prior to meetings;
- Screens callers or visitors to determine nature of inquiry and refers to the appropriate person or office;
- Creates and maintains databases for the compilation of data and statistical analysis for the County Administrator;
- Prepares Legislative resolutions and contracts as needed;
- Under the general direction of the County Administrator or his/her designee, provides services and information to County departments, other agencies and the general public;
- Aids in budget studies;
- Attends meetings as directed by the County Administrator;
- Coordinates purchasing for County Administrator's Office;
- Takes and prepares minutes and distributes copies to appropriate individuals.

### **MINIMUM QUALIFICATIONS: EITHER:**

- (A) Graduation from a regionally accredited or New York State registered college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's degree and three (3) years of full-time paid, or its part-time equivalent, progressively responsible clerical experience; OR
- (B) Graduation from a regionally accredited or New York State registered college or university or one accredited by the New York State Board of Regents to grant degrees with an associate's degree and five (5) years of full-time paid, or its part-time equivalent, progressively responsible clerical experience; or
- (C) Graduation from high school or possession of a high school equivalency diploma and seven (7) years of full-time paid experience, or its part-time equivalent, progressively responsible clerical experience.

Competitive salary and excellent fringe benefits. Send cover letter and resume by April 8, 2013 to: Madison County Personnel Department, PO Box 636, Wampsville, NY 13163.