

# **EXECUTIVE ASSISTANT**

**Department: Varies**

**Classification: Non-Competitive**

**Specification Number: 1030**

**Approved: 11/9/21**

**Revised: By JG**

## **MINIMUM QUALIFICATIONS**

**Either:**

(a) Graduation from a college with federally-authorized accreditation or registration by NY State with a Bachelor's Degree and three (3) years of experience in public or business administration; or,

(b) Graduation from a standard senior high school or possession of a high school equivalency diploma and seven (7) years of experience in public or business administration; or,

(c) An equivalent combination of education and experience as defined by the limits of (a) and (b).

## **DISTINGUISHING FEATURES OF THE CLASS**

Appendix B of the Town of Babylon Rules sets forth the specific positions in this class which have been approved in the non-competitive class by the New York State Civil Service Commission. An employee in this class assists the Department Head in the planning and coordination of departmental programs and policies. Under general supervision, the employee performs administrative studies and assignments to assist the Department Head in the management of departmental operations. The scope of work may include development and implementation of new programs, evaluation of existing department services, acting as liaison between the Department Head's office and other departments, and representing the Department Head at governmental and public functions. The employee exercises considerable independent judgment and initiative within broad policy guidelines. Work is reviewed by the Department Head and Deputy through consultation, periodic conferences and written reports. Does related work as required.

## **TYPICAL WORK ACTIVITIES**

Performs studies of departmental organization and procedures and recommends changes to improve the quality and effectiveness of departmental programs and services;

Participates in the planning, development and implementation of new projects carried out by the department;

Acts as liaison between the Department Head and other departments, community groups and the general public;

Performs research on the availability of Federal, State and local funding for department programs and prepares applications for appropriate grants;

Evaluates the training needs of department employees and recommends programs for meeting those needs;

Performs budgetary analysis of department operations in order to determine their cost effectiveness and to project future expenditures;

May supervise a small number of employees in the performance of management studies and administrative assignments.

Performs other duties as may be required by the Department Head.

## **KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS**

Thorough knowledge of the principles and procedures of public administration; thorough knowledge of the methods and techniques of modern office management and organization; good knowledge of the sources of information, methods and techniques used in administrative research; ability to promote and maintain effective public relations and good working relationships with other department heads, public officials and representatives of commercial and community organizations; ability to analyze and formulate solutions to

**problems of governmental organization and administration; ability to express oneself clearly and concisely, both orally and in writing; physical condition commensurate with the demands of the position.**