

**CONFIDENTIAL ASSISTANT TO THE BOARD OF SEWER COMMISSIONERS AND
EXECUTIVE DIRECTOR**

DISTINGUISHING FEATURES OF THE CLASS: This is specialized professional and administrative work involving responsibility for performing complex and confidential functions in support for the Board of Sewer Commissioners and the Executive Director, Sewer Operations and Engineering, and for coordinating and monitoring special projects and areas of particular concern in accordance with specific policies and objectives of both the Board of Sewer Commissioner and the Executive Director. The work is performed under the general supervision of the Executive Director but with considerable leeway of independent judgment in planning and carrying out assignments. The position usually involves evening meetings. Does related work as required.

TYPICAL WORK ACTIVITIES:

Performs administrative functions and coordinates and conducts all phases of an assigned project or program (i.e., issuance of sewer permits for construction projects);
Answers general and confidential correspondence independently, and composes letters for official signature which includes responding to requests for administrative action or information;
Acts as a liaison between the Executive Director and New York State, County and local municipalities by gathering and providing information, making recommendations, etc. ;
Coordinates meetings with the Executive Director and local municipalities to review and evaluate construction as it relates to sewerage projects and to address areas of concern;
Conducts research for individual Sewer Commissioner or the Executive Director on a variety of issues, some of which may be confidential in nature;
Oversees the preparation of grant applications and reimbursement of federal and/or New York State funding;
Responds to individual complaints and investigates concerns, makes recommendations as to the best course of action to address and handle the issues/problems;
Conducts and coordinates all phases of an assigned project or program, by gathering information, exchanging information with others, coordinating staff, scheduling meetings, etc. ;
Maintains a record of formal matters being considered by the Board of Sewer Commissioners and makes recommendations to the Board;
Maintains detailed records and prepares reports, as assigned;
May analyze existing policies and procedures, as assigned by the Executive Director, and recommends revisions, new policies and procedures, etc., as appropriate;
May represent the Executive Director at meetings in his/her absence.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the principles and practices of public administration; good knowledge of office terminology, procedures and equipment; good knowledge of office management; working knowledge of public relations principles; ability to use computer applications and automated systems in the performance of work assignments; ability to establish and maintain cooperative relationships with others; ability to prepare a variety of reports and other materials from general instructions; ability to communicate effectively, both orally and in writing.

MINIMUM QUALIFICATIONS: Qualifications to be determined by the appointing authority.