

## **CONFIDENTIAL ASSISTANT TO THE DIRECTOR, COMMUNITY DEVELOPMENT**

**DISTINGUISHING FEATURES OF THE CLASS:** This is specialized administrative support work involving responsibility for providing confidential assistance to the director in overseeing the day-to-day operations of the Office of Community Development, and for coordinating and monitoring special projects in accordance with specific policies and objectives. The work is performed under the direction of the director of the office of Community Development. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Assists the Director in overseeing the day-to-day operations of the office by coordinating work assignments, as needed, making recommendations regarding work flow, ordering supplies, etc.;

Answers general and confidential correspondence independently, and composes letters for official signature;

Maintains the Director's confidential personnel, financial, and correspondence files;

Reviews a variety of records (e.g., accounts), reports and other documents for completeness and accuracy in accordance with procedures, policies, and HUD requirements;

Schedules meetings and appointments for the Director and maintains his/her calendar by updating information regarding meetings, appointments, etc.;

Responds to in-person and telephone inquiries by providing basic information regarding programs and services, referring callers to appropriate staff, etc.;

Conducts special studies, surveys, and research, as assigned;

Prepares and coordinates the preparation of a variety of reports, as assigned;

Attends meetings, conferences, etc., as assigned.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of the programs and services of the Office of Community Development\*\*; good knowledge of local policies and procedures regarding the programs and services of the Office of Community Development\*\*; good knowledge of office terminology, procedures and equipment; good knowledge of the principles of office management; ability to communicate effectively, both orally and in writing; ability to establish and maintain cooperative relationships with others; ability to prepare reports and other materials from general instructions.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma and three (3) years of responsible work experience (e.g., professional, paraprofessional, or technical; not entry-level clerical) in coordinating phases of projects or non-routine office clerical duties, at least one (1) year of which must have substantially involved minor administrative responsibilities\*.

\*Minor administrative duties shall be defined as office management, participation in budget preparation, planning day-to-day procedures for a specific work activity, developing goals or objectives for a small-scale project, under the supervision of an administrator, etc.

\*\*To be demonstrated during the probationary period.

R.C.D.P. (02.17.2017) 12.11.2018

Non-competitive