

SECRETARY TO JOINT REGIONAL SEWERAGE BOARD AND EXECUTIVE DIRECTOR

DISTINGUISHING FEATURES OF THE CLASS: This position involves performing complex and confidential clerical, secretarial and administrative support functions for the Joint Regional Sewerage Board (JRSB) and its Executive Director. The position usually involves attendance at evening meetings. The work is performed under the general supervision of the Board and the Executive Director in accordance with specific policies and objectives, but with considerable leeway allowed for the exercise of independent judgment in planning and carrying out assignments. The incumbent will act as the Executive Director's representative in his absence or unavailability. Supervision may be exercised over subordinate clerical employees. Does related work as required.

TYPICAL WORK ACTIVITIES:

Handles all correspondence by responding to requests for administrative action or information and drafting confidential correspondence for official signature;
Responds to routine inquiries from the general public and routes more complex inquiries along with support documentation to department staff as appropriate;
Coordinates work activities and establishes priorities;
Maintains files and records and keeps an inventory of office equipment and supplies;
Acts as liaison between the Executive Director and the State, County and local municipalities;
Provides secretarial support services to JRSB members and staff;
Maintains the Executive Director's calendar, schedules appointments and meetings, screens callers and visitors, etc.;
Assists in compiling research data or statistics required for a variety of reports;
Maintains a computer database for all JRSB records and files;
Coordinates the monthly JRSB meeting by gathering agenda items and materials as required and preparing and distributing finalized agenda, notifying members and the media, setting up equipment, etc.;
Records proceedings of JRSB meetings, transcribes same and distributes copies as required;
Maintains mail and telephone logs as well as a clipping file of relevant newspaper and periodical items;
May act as the Executive Director's representative in his absence or unavailability as the need arises;
May assist the Executive Director in department budget preparation as well as personnel payroll data;
Functions as Freedom of Information Officer for the JRSB.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of office terminology, procedures and equipment; good knowledge of business arithmetic and English; good knowledge of Joint Regional Sewerage Board operations, organization and procedures; good knowledge of office management; working knowledge of administrative principles and practices; ability to prepare correspondence, reports and other materials from general instructions; ability to use computer applications and database software; ability to carry out complex oral and written instructions; ability to exercise independent judgment; ability to establish successful relations and communications with others.

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

*This is a retitling of Confidential Secretary to Executive Director, Joint Regional Sewerage Board.