

## **SECRETARY TO PRESIDENT**

**GENERAL STATEMENT OF DUTIES:** Performs secretarial and administrative work in the Rockland County Community College; does related work as required.

**DISTINGUISHING FEATURES OF THE CLASS:** This is technical administrative, secretarial and supervisory work of a complex nature. General supervision is received from the President of the College. Supervision may be exercised over a small number of employees.

**TYPICAL WORK ACTIVITIES:**

Receives, analyzes and replies to administrative correspondence and communications;  
Initiates and maintains administrative files and records;  
Establishes liaison with multiple offices both within and without the college to resolve administrative problems;  
Conducts special studies, surveys and research;  
Prepares news releases, advertising copy, brochures, etc.;  
Prepares agenda and other materials for trustee meetings and records and prepares minutes.

**MINIMUM QUALIFICATIONS:** Qualifications determined by appointing authority.