



## Cayuga County Department of Human Resources and Civil Service Commission

### JOB SPECIFICATION

Civil Service Title: **Administrative Assistant to the County Administrator**  
Jurisdictional Class: Non-competitive (PJC)  
Civil Division: County  
Adoption: CSM 3/10/10  
Revised: CSM 1/9/2019

---

#### **DISTINGUISHING FEATURES OF THE CLASS:**

The work involves responsibility for performing confidential, complex secretarial tasks for the County Administrator on a daily basis. The incumbent performs a variety of tasks in support of the County Administrator's executive function including preparing of materials for the county budget and other confidential matters. The work is carried out in accordance with procedures set forth by the County Administrator and involves acting as a liaison between the County Administrator, the Legislature, and the general public for dissemination of information, coordinating and scheduling of meetings and appointments. Incumbent works closely with the County Budget Director to coordinate the necessary reports needed by the County Administrator. Does related work as required or assigned.

#### **TYPICAL WORK ACTIVITIES: (Illustrative Only)**

Types confidential correspondence, documents, letters, reports and other materials for the County Administrator including materials used in labor negotiations and grievances;  
Screens callers or visitors to determine nature of inquiry and refers to the appropriate person or office;  
Schedules meetings or conferences for the County Administrator and may brief Department Heads on subject matter prior to meetings;  
Provides assistance to legislators, County departments and the public;  
May take and prepare minutes and distribute copies to appropriate Department Heads;  
Assists County Administrator and Budget Officer with budget development by preparing correspondence, draft budget sheets and the schedule related to the budget process;  
Aids in budget studies and assists in the preparation of the total county budget;  
Enters completed budget information received from Departments Heads into a database;  
Prepares final budget information for review by the County Administrator and Budget Officer by entering data into a database;  
Prepares information for the Public Hearing by copying draft budgets for review at the Public Hearing;  
Coordinates the submission and review of budgets and other financial reports;  
Participates in budget meetings with Legislative committees reviewing the financial affairs of individual county departments;  
Arranges for the printing of final budget;  
Monitors expenditures and analyzes revenue collections for services rendered by various county departments;  
Develops specific budget and other financial information and reports on department programs and services;  
Reviews accounts, reports, and other documents for completeness, accuracy, and conformity with established procedure.  
Assists County Administrator and Budget Officer in the analysis of current budget throughout the year by monitoring and analyzing monthly expense figures against the annual budget;

**TYPICAL WORK ACTIVITIES: (Illustrative Only) Continued**

Receives, handles, sorts and distributes all incoming and outgoing mail;  
Assists with purchase requests and makes recommendations regarding purchases for the County Administrator's Office by keeping accurate and complete inventories of supplies;  
May assist the County Administrator and County Labor Attorney in the preparation of confidential documents for union negotiations by typing, copying and distributing the documents;  
Undertakes projects for the County Administrator as needed;  
Contacts vendors in regards to services available and scheduling meetings as needed;  
Prepares and maintains time records and payroll data as required for the County Administrator's Office;  
Operates all common office machines including photocopier, fax machine, personal computer and typewriter;  
Assists in maintaining and monitoring the County's Policy for Fixed Assets;  
Prescribes requisitions forms and receipts for deliveries without requisition;  
Maintains copies of all vouchers, requisitions, receipts, and other documents;  
Researches suppliers and state contracts and prepares quotations used in the procurement of items used by the county;  
Prepares and maintains a wide variety of records and reports on purchasing activities and stock and inventory control matters;  
Assists with the preparation and organization of auctions, for the purpose of disposing of surplus items;  
Prepares bid specifications, soliciting, supervision of staff, purchasing policy and awarding of bids;  
Processes vouchers and forwards to the County Administrator;  
Establishes and maintains communication with contiguous counties to share information regarding specific vendors, purchases or policies to be certain Cayuga County is purchasing best quality for the lowest price;  
Performs other related tasks as required or assigned by County Administrator.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:**

Thorough knowledge of current principles and practices of business administration and budgeting;  
Thorough knowledge of the policies, laws, and regulations relating to local government;  
Good knowledge of New York State Laws and policies and procedures relating to purchasing;  
Good knowledge of financial recordkeeping;  
Working knowledge of local government structure, interdepartmental and interagency relationships;  
Ability to handle routine administrative details independently including the composition of letters and memoranda;  
Working knowledge of the organizational structure, goals, and objectives of the agency, report preparation, budget preparation and projections, and expenditure control;  
Working knowledge of computer operation and application of data processing techniques to fiscal management and record keeping.

**MINIMUM QUALIFICATIONS:**

- (A) Graduation from a regionally accredited or registered 2-year college with an Associate's Degree in Secretarial Science, Office Technology, Business Administration, or related field; OR
- (B) Graduation from high school AND 3 years of clerical experience which shall have involved typing and maintaining financial accounts including municipal accounting/budgeting; OR
- (C) An equivalent combination of training and experience as outlined by the limits of (A) and (B) above.