

## **EXECUTIVE ASSISTANT TO THE MAYOR (INFRASTRUCTURE)**

**DISTINGUISHING FEATURES OF THE CLASS:** Under the general direction of the Village Mayor, this is an important administrative position involving the direction, coordination of the day-to-day activities and operations of a village. The incumbent is responsible for the efficient administration and enforcement of all rules, regulations, ordinances, local laws and codes of the village. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

- Oversees the enforcement of all rules, regulations, ordinances, local laws and codes of the Village;
- Assists with the coordination of personnel practices and work of all village employees including but not limited to the maintenance of personnel files, wage and salary plans, or other records;
- Ensures that village services are running smoothly and are accessible by the public;
- Participates in the recruitment and employment of administrative and clerical employees;
- Oversees the village's organizational processes and operations;
- Assists in creating department budgets;
- May act as public spokesperson for the village and interacts with media, other elected officials, and the general public;
- Prepares information for purchasing including the preparation of bid specifications and review of prospective contracts;
- Works with appropriate personnel to research, develop, and write grant proposals;
- Develops and maintains a master file on active and pending grants and contracts;
- Drafts policy and makes recommendations to the Mayor and Board of Trustees on issues;
- Keeps village residents informed of Board policies, procedures and plans and responds to inquiries of village residents.

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

- Thorough knowledge of the principals, practices, and organization of government administration;
- Thorough knowledge of principals and practices of public administration;
- Thorough knowledge of governmental accounting and budget principals and practices;
- Good knowledge of the principals of grant writing;
- Ability to prepare and present reports and data;
- Ability to interact well with elected officials, department heads, and the public;
- Physical condition commensurate with the demands of the position.

### **SUGGESTED MINIMUM QUALIFICATIONS:**

- A. Graduation from a New York State or regionally accredited community college or university in Public Administration, Public Policy, Political Science, Planning, Business Administration or related field and two (2) years of professional experience in public administration\* in municipal, county or state government; OR
- B. Graduation from a New York State or regionally accredited community college or university with an Associate's Degree and seven (7) years of experience as stated in A above.

**NOTE:** \*Professional experience in public administration is defined as experience in an administrative or non-clerical role in the performance of budget development, policy development or administrative responsibilities.

Juris. Class: Competitive / Exempt (Village of Menands & Village of Green Island)  
Adopted: 02/06, Reviewed and readopted by ACCS resolution on 2/10/11  
Revised: 04/10