

Jurisdictional Class: Exempt for Oneida Herkimer Solid Waste Authority Only
EEO Category: Administrative Support
Adopted: 06/15/2018

AUTHORITY SECRETARY

DISTINGUISHING FEATURES OF THE CLASS: The Authority Secretary is an Officer of the Authority but need not be a Member of the Authority. This position exists at the Oneida Herkimer Solid Waste Authority and involves responsibility for independently performing varied clerical operations for the Board of Directors and the Executive Director, relieving them of administrative detail. It is a position of special trust and confidence, requiring the exchange of sensitive and confidential material. This work calls for the frequent exercise of individual initiative and independent judgment and furnishing information regarding Authority policies and practices. Correspondence duties are distinguished by the fact that many letters and communications of a routine, recurring nature are composed by the incumbent. The incumbent serves at the pleasure of the Board of Directors and the Executive Director. Supervision may be exercised over subordinate clerical personnel. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Assists the Executive Director in day-to-day communication with Authority Board members;

Schedules and attends meetings and public hearings of the Authority and serves as recording secretary;

Makes all arrangements for official hearings and meetings including legal notices, records, sign-ins, distribution of materials, and follow-up;

Administrator of secure, on-line portal system for conveyance of correspondence, agendas, meeting minutes, resolutions, confidential documents, agreements and policies to Board Members, Authority Counsel and executive management;

Records Board actions in master index and files resolutions and proceedings appropriately;

Serves as Records Management Officer, responding to Freedom of Information Law (FOIL) requests and administrative information, and directs the maintenance of filing system;

Supervises the recording and filing of communications to the Authorities Budget Office through the on-line Public Authorities Reporting Information System to comply with statutory and regulatory requirements of Public Authorities Law;

Assists with public information and education efforts;

Provides general office management and coordination;

Composes and types correspondence, minutes, resolutions, and reports;

Prepares powerpoint presentations;

Assistant the Comptroller with payroll, ordering, purchasing and financial reports

Affix Authority seal to all contracts and other official documents;

Coordinates all Authority conference and travel arrangements and prepares expense reimbursements;

Interfaces and coordinates with other government departments.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Comprehensive knowledge of the organization and understanding of the Authority's mission; general knowledge of office management

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FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS (cont'd): principles, practices and procedures; comprehensive knowledge of business arithmetic and English; proficient typing and clerical skills; ability to organize and prioritize workload; ability to work independently and maintain confidentiality; ability to plan and direct the work of others; good judgement; initiative and resourcefulness; and accuracy. Ability to work with people effectively; diplomacy; honesty and tact.

MINIMUM QUALIFICATIONS: Appointed on the basis of secretarial experience and other such qualifications as the Board of Directors and Executive Director may determine appropriate.