

**GENESEE COUNTY**

**EXECUTIVE SECRETARY TO THE VICE PRESIDENT - GCC**

**DISTINGUISHING FEATURES OF THE CLASS:** This is an important secretarial position involving the performance of confidential and complex secretarial tasks for a Vice President at Genesee Community College. The incumbent exercises considerable independent judgment in solving office management problems; acts on behalf of the administrator in accomplishing routine administrative business, and types confidential and/or technical materials. The employee in this position works under the direct supervision of the Vice President, and is permitted considerable freedom in referring or responding to inquiries. Supervisory responsibilities may be delegated or assigned this employee which will be executed within well defined limits. Does related work, as required.

**TYPICAL WORK ACTIVITIES:**

Acts as a personal secretary to a Vice President: Composes correspondence for signature of Vice President in answer to routine inquiries;  
Serves as receptionist for Vice President's office;  
Schedules meetings;  
Takes notes and composes minutes of meetings;  
Makes travel arrangements;  
Assists in the development of budgets for units under the supervision of the Vice President;  
Processes computerized reports, purchase requisitions and vendor payments;  
Maintains and processes confidential aspects of the administrator's office which may include, but not limited to, employee evaluations, disciplinary and grievance proceedings, arbitration presentation materials, affirmative action issues and preparation of documents and materials used in collective bargaining;  
May monitor grant budgets;  
Functions as an intra-agency and/or inter-agency functionary when so authorized by the Vice President;  
Acts as a liaison between agency officials and public and non-public officials covering specialized and designated programs;  
Assists in developing and implementing procedures on internal management and operational efficiency;  
Prepares a variety of annual reports and records unique to the Vice President's office which may include the manipulation of database information to create computerized reports;  
Works on a variety of significant special projects and committees as assigned by the Vice President;  
Maintains and orders office supplies.

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

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

Good knowledge of secretarial practices; good knowledge of office terminology, practices and procedures; ability to type accurately at an acceptable rate of speed; ability to operate word processing equipment and peripherals; ability to understand and follow oral and written directions; ability to get along well with others; ability to work under time constraints and handle multiple assignments; ability to maintain confidentiality; good judgment; initiative, resourceful, tactful and courteous.

### **MINIMUM QUALIFICATIONS: EITHER:**

- A. Possession of an Associate's degree or higher in Secretarial Science, Office Technology-Secretarial or related field, **AND** one (1) year of full-time, paid clerical experience which shall have included typing;

**OR:**

- B. Possession of a high school diploma or an equivalency diploma recognized by the New York State Department of Education **AND** completion of a minimum of 65 semester credit hours from a regionally accredited or NYS registered college or university, including a minimum of 24 semester credit hours in Office Technology **AND** one (1) year of full-time, paid clerical experience which shall have included typing;

**OR:**

- C. Possession of a high school diploma or an equivalency diploma recognized by the New York State Department of Education **AND** three (3) years of full-time, paid clerical experience, which shall have involved typing;

Part-time experience will be prorated as appropriate.

**NOTE:** Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.

Competitive Class

Adopted 12/10/99

Revised 2/20/03, 12/18/23