

ADMINISTRATIVE ASSISTANT TO INFORMATION TECHNOLOGY

DISTINGUISHING FEATURES OF THE CLASS: This position has responsibility for assisting the Chief Information Officer by organizing and coordinating the administrative duties and office procedures in the Information Technology department. The incumbent ensures that the IT department operates smoothly and efficiently. Work is performed under the general direction of the Chief Information Officer or the Assistant Directors of Information Technology with wide leeway allowed for the exercise of independent judgment. Does related work as required.

TYPICAL WORK ACTIVITIES:

Schedules meetings and appointments, manages calendars for CIO and Assistant Directors;

Records and produces meeting minutes for the CIO and Assistant Directors;

Maintains office services by organizing office operations and procedures, and preparing payroll;

Designs and implements office policies by establishing standards and procedures, and making necessary adjustments;

Processes IT payroll and submits all forms related to hiring, title changes, LOA's, terminations, and maintains IT personnel files;

Assists in hiring and onboarding of new employees;

Prepares and sends communications from IT, such as system and outage notices, expiring account notifications;

Reviews all agenda items submitted to BAC and the Legislature to identify those with potential impacts to IT;

Manages Broome County mail room accounts at USPS;

Produces and maintains various reports and composes correspondence;

Receives and processes all physical mail addressed to the IT department;

Assists in preparation of the IT department budget;

Processes and maintains routine IT account payables, files and records;

Creates monthly invoices and processes account payables for internal and external print shop customers;

Prepares and submits IT department deposits to OMB;

Greets visitors, answers a high-volume of incoming phone calls;

Purchases office supplies and equipment and maintains proper stock levels;

Processes documentation related to IT staff travel.

ADMINISTRATIVE ASSISTANT TO INFORMATION TECHNOLOGY-cont'd

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the organization, functions, policies and regulations of the Information Technology department;
Thorough knowledge of current principles and practices of business administration, accounting and budgeting;
Thorough knowledge of office terminology, procedures and equipment;
Good knowledge of business arithmetic and English;
Skill in the use of a personal computer and software applications used by the IT department;
Ability to handle routine administrative details independently, including the composition of letters and memoranda;
Ability to understand and carry out complex oral and written instructions;
Ability to establish and maintain cooperative relations with the public and other governmental and private agencies;
Ability to perform, close detail work involving considerable visual effort and strain;
Good judgment in solving complex clerical and administrative problems;
Good organizational and communication skills;
Pleasant disposition.

MINIMUM QUALIFICATIONS:

A) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree and three years' experience in office management or senior level clerical position; OR

B) Graduation from high school or possession of an equivalency diploma and five years of experience in an office management or senior level clerical position; OR

C) Any equivalent combination of training and experience as defined by the limits of A) and B) above.