

CONFIDENTIAL SECRETARY TO THE COMMISSIONER OF GENERAL SERVICES

DISTINGUISHING FEATURES OF THE CLASS: This is specialized work involving the responsibility for performing administrative functions with a considerable level of independent judgment for the Commissioner of General Services (including purchasing, facilities management, and information management systems (ITS)). The work is performed under the general supervision of the Commissioner of General Services. Supervision may be exercised over a small number of employees. Does related work as required.

TYPICAL WORK ACTIVITIES:

Receives, distributes, and responds to general and confidential correspondence and compose letters for official signature on behalf of the Commissioner;

Performs a variety of administrative functions and carries out the day-to-day operations for the Commissioner of General Services;

Responds to phone and in-person inquiries by providing information, taking messages, and referring the inquiry to appropriate staff;

Maintains all files including those that are confidential in nature and personnel records;

Maintains a variety of contracts for the Department of General Services including database development and tracking of capital projects, preparation of various letters, obtaining insurance forms, maintaining files for audit and legal filing, tracking timelines and keeping project plans updates on behalf of the Commissioner;

Gathers and exchanges information with executive staff, administrators and other employees as well as third party agencies who provide support for the completion of special projects;

Conducts special studies, surveys, and research as assigned by the Commissioner of General Services;

Maintains and prepares a variety of records, reports, project plans and manuals, etc.;

Prepares a variety of legal documents and may take and record notes at meetings;

May assist with the preparation of budgets, and statistical information;

May attend meetings and act on behalf of the Commissioner.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of office terminology, procedures and equipment; good knowledge of office management; good knowledge of administrative principles and practices; ability to prepare correspondence, reports and other materials; ability to communicate effectively, both orally and in writing; ability to carry out complex oral and written instructions; ability to supervise the work of others; ability to establish and maintain cooperative working relations with others; ability to use computer programs and applications (e.g., Microsoft Word, Excel).

MINIMUM QUALIFICATIONS: Qualifications determined by the appointing authority.