

SPECIAL PROJECTS ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: This is primarily coordinating work of a moderately complex nature which may involve professional, technical, minor administrative responsibilities and some secretarial duties, depending on location. This work is distinguished by the responsibility to integrate and facilitate phases of a variety of special projects or programs, depending upon the location of the position. The work is performed under the general supervision of a professional, administrative, or managerial employee. Work direction may be provided to secretarial and clerical or paraprofessional employees. Does related work as required.

TYPICAL WORK ACTIVITIES:

Assists in the coordination and implementation of special projects, (e.g. computerization of State regulations and implementation of a managed care program) by performing professional, technical, minor administrative, or clerical duties, as appropriate;

Gathers information for projects and in support of professional and technical functions, organizes data and prepares related correspondence, as necessary;

Prepares and coordinates the preparation of a variety of reports;

Makes decisions in handling non-routine situations and may perform minor administrative, professional, and/or technical duties, depending upon location, assignment and skills of the incumbent;

Explains state and federal regulations, laws and guidelines governing special projects and professional and technical functions to division heads, administrators, union representatives, etc.;

Acts as a liaison to other County departments, New York State, local and federal agencies, community groups, organizations, etc., in order to exchange information, coordinate projects, resolve problems, etc.;

May maintain budget records and materials and assists with departmental budget preparation, and/or the County's annual budget process by gathering information, preparing reports and summaries, etc.;

May perform technical, professional and administrative duties, as assigned;

May represent an administrator at a variety of meetings, forums, and legislative proceedings;

May provide work direction and coordinate the activities of employees who provide support for the completion of special projects.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of modern business administrative practices, procedures, and equipment; good knowledge of New York State and local regulations and laws governing a variety of County functions, special programs and grants*; ability to coordinate work projects; ability to work independently within the scope of general direction; ability to present data and reports clearly and concisely in written form; ability to understand reports, laws, regulations, and directives; ability to establish and maintain successful relations and communications with others.

MINIMUM QUALIFICATIONS: Possession of a Bachelor's degree and three (3) years of experience which substantially involved either coordinating phases of projects or programs or non-routine office clerical duties at least one (1) year of which must have involved minor administrative responsibilities**.

(over)

NOTE: Additional qualifying experience may be substituted for schooling on a year-for-year basis.

*To be demonstrated during the probationary period.

**Minor administrative duties shall be defined as managing an office, participation in budget preparation, planning day-to-day procedures for a specific work activity, developing goals or objectives for a small-scale project, under the supervision of an administrator, etc.

R.C.D.P. (05.06.2015) 01.28.2018
Competitive