



**840 Main Street
Peekskill, New York 10566**

**Office: (914) 737-3400
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VACANCY FOR SENIOR OFFICE ASSISTANT (OFFICE MANAGER)

Posting Date: JANUARY 12, 2018

Salary: \$52,431 - \$63,991

The City of Peekskill, located in Westchester County, is seeking a full-time Senior Officer Assistant (Office Manager) for the Water & Sewer Department. Please see the attached job description for a complete list of duties and responsibilities.

Applicants must meet the Westchester County Civil Service requirements to be appointed or to transfer to this position. To be considered, please submit a current resume and completed City of Peekskill Employment Application to the Human Resources Department, 840 Main Street, Peekskill, NY 10566. You may also submit this material via e-mail (jduncan@cityofpeekskill.com).

There are no residency requirements to participate in the application process, but preference in appointment may be given to qualified candidates that have been City of Peekskill residents for at least 30 days prior to the effective date of appointment.

The City of Peekskill is an Equal Opportunity Employer.

Application Deadline: JANUARY 29, 2018



CITY OF PEEKSKILL JOB DESCRIPTION

<i>Job Title:</i>	Senior Office Assistant (Office Manager)	<i>Department:</i>	Water
<i>Position Number:</i>		<i>Department Number:</i>	
<i>Reports to:</i>	Water & Sewer Superintendent	<i>Civil Service Classification:</i>	Competitive
<i>Prepared by:</i>	City of Peekskill Department of Human Resources	<i>Employment Status:</i>	Full-Time
		<i>FLSA Status:</i>	Non-Exempt

JOB SUMMARY

Under general supervision, the incumbent of this position performs office/clerical and recordkeeping functions of a complex nature associated with the Water & Sewer Department. This position requires the operation of a computer using various software packages in compiling statistical information for reports, setting up and/or maintaining automated records and filing systems and compiling information for management needs. Considerable contact with the public, vendors, contractors, customers is an aspect of this position. Incumbents of this position function in an office manager capacity involving professional staff who are regularly involved in field work and who are typically absent from the office. Supervision may be exercised over office/clerical staff. Does related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Provides general administrative/clerical support service to enhance the operation of the department to which they are assigned;
- Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;
- Produces correspondence and reports and maintains departmental records;
- Takes complaints from the public and refers to appropriate personnel;
- Processes applications and/or permits related to departmental assignment;
- Maintains office records and files;
- Prepares requisitions and maintains inventory of office forms and supplies;
- May prepare reports to Federal, State or other governmental agencies;
- May collect fees and maintain records thereof;
- Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail, and database software in performing work assignments.
- Maintains employment records, i.e., attendance, payroll, vacation schedules;
- Assists with the preparation of the departmental budget;
- Keeps records and prepares reports of gasoline consumption

MINIMUM QUALIFICATIONS *(As adopted by the Westchester County Human Resources Department)*

Graduation from high school or possession of a high school equivalency diploma and four (4) years of experience where the primary function of the position was performing general office/clerical work, two (2) years of which must have involved the use of computer applications to maintain records, produce correspondence or spreadsheets.

SUBSTITUTION: Satisfactory completion of 30 college credits* may be substituted on a year for year basis for up to two (2) years of the general office/clerical experience and an additional 30 college credits* may be substituted for one (1) year of the specialized experience using computer applications. Candidates must have at least two (2) years of general office/clerical experience and one (1) year of the specialized experience using computer applications described above.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

***SPECIAL NOTE:** Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, use hands to finger or grasp, reach with hands and arms. The employee is frequently required to talk and hear. The employee is occasionally required to stand and walk. The employee must participate in programs where physical exertion is needed through demonstration of skills involved in the program.

The physical requirements of this position also require the ability to exert up to 10 pounds of force occasionally, and/or a negligible amount of force frequently or regularly to move objects.

ENVIRONMENTAL CONDITIONS *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly exposed to inside and outside environmental conditions.

EMPLOYER'S DISCLAIMER:

- All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.
- This job description in no way states or implies that these are the only duties to be performed by the employee holding this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties as required by the applicable Department Head/supervisor and/or City Manager.
- This job description is intended for the internal use by the City of Peekskill and does not replace the job specification that has been adopted by the Westchester County Human Resources Department.
- This job description does not create a contract of employment, express or implied.