



Administrative Specialist

Job Specification
Classification: Competitive
Series:

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for performing a variety of highly complex research and support tasks within the office of the City Manager as related to Fire negotiations. The incumbent will serve as a member of the City's team throughout Fire negotiations. The incumbent is responsible for research, meeting participation, document review and comment, and input and feedback on assigned tasks as associated with any aspect of Fire negotiations. The incumbent will maintain electronic, and paper as required, documentation for all assigned tasks. The work is performed under the supervision of the City Manager.

EXAMPLES OF WORK ACTIVITIES: (Illustrative only)

- Provides specialized research and support as related to Fire negotiations;
- Reviews, prepares and submits feedback on Fire administrative documentation, collective bargaining agreement language, and grievance and arbitration charges;
- Participates in negotiating team meetings as scheduled;
- Assists with the preparation of data to be used for negotiations, grievances and arbitration;
- Researches best practices and organizational structures for comparable Fire departments;
- Collaborates with the negotiating team via email on a variety of Fire negotiations topics;
- Assists with associated projects as needed.
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FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Management principles;
- Labor relations;
- Advanced research techniques;
- Office technology, practices and procedures.
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FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES: (continued)

Ability to:

- Work with and maintain a high level of confidentiality to include handling sensitive issues and correspondence with tact, confidentiality and discretion;
- Conduct research and prepare a variety of detailed reports and/or documentation;
- Understand and interpret complex written material;
- Use proper English, grammar, punctuation, and spelling;
- Follow oral and written instructions, policies, and procedures;
- Communicate using interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either

- (A) Graduation from a regionally accredited college or university or one accredited by the NYS Board of Regents to grant degrees with an Associate's Degree or higher and (4) years of clerical/office experience, or
- (B) Graduation from high school or possession of a high school equivalency diploma and six (6) years of clerical/office experience, or
- (C) Equivalent combination of training and experience as described above.

SPECIAL NECESSARY REQUIREMENT: None required.

Classification history:

Adopted: 10/15/2013

Revised: 09/20/2016