

POSITION DESCRIPTION

Approved By: Executive Director

Job Title:	Executive Assistant	Department:	Administration
Reports To:	Executive Director	FLSA:	Hourly, Non-exempt
Recent Review Date:	November 29, 2023	Future Review Date:	November 29, 2026
Hiring Range Depending on Education and Experience: \$30.22 - \$32.97 per hour			

AGENCY SUMMARY:

CNY Works is a not for profit (501 (c)(3)) corporation and serves as the Onondaga County Workforce Development Board. CNY Works has been designated by local government (City of Syracuse and Onondaga County) to administer the workforce development funds targeted for the CNY area. CNY Works functions as the apolitical convener of business, economic development and community agendas to define workforce system goals, garner resources and support growth and development of the local and regional economy. On an operational level, CNY Works provides services to help develop, attract and retain workforce talent in the Central New York region by providing skill development, training, education services, information, and career resources for job seekers and businesses.

CAREER CENTER SUMMARY:

The CNY Works Career Center is the heart of CNY Works One-Stop Delivery System in Onondaga County and provides comprehensive career services to job seekers, specifically youth, adult, and dislocated worker populations. The Career Center delivers high-quality career services, education and training, and comprehensive supportive services to the local community which are tailored to meet the needs of the local and regional economies. Services include individual and case management, Resource Center access and support, and other partner and community-based services aimed at developing job seekers' skills for employment success.

DEPARTMENT SUMMARY:

The Executive Assistant provides high-level administrative and clerical support to the Executive Director and other senior level staff. The Executive Assistant's main duties include, but are not limited to, providing high level administrative detail and support in a timely and professional manner, scheduling meetings, and organizing daily, weekly, monthly, and quarterly calendars. Under the direction of the CNY Works Executive Director a key component of this position is interfacing with the Onondaga County Workforce Development Board and its Committees with meeting coordination and preparations and taking and preparing meeting minutes.

POSITION ESSENTIAL FUNCTIONS:

- Coordinate daily, weekly and monthly calendars of the Executive Director and senior managers.
- Coordinate and oversee Career Center conference room calendars.
- Open, track and disseminate all incoming mail.
- Proofread documents and correspondence produced by Agency staff.
- Prepare purchase requisition orders as needed.

- Crosstrain with other identified positions to provide backup support for essential functions to include but not limited to ordering supplies, controlling the building card access system, submitting IT help tickets, submitting requests for equipment repairs, posting and removing posts from the Agency website, and monitoring Agency social media accounts.
- Support Agency recruiting and staffing to include posting vacant positions, monitoring responses, and providing onboarding support to include accuracy of all documents.
- Support OCWDB Board and Committee Meetings by posting meeting announcements, sending meeting invites to all directors, monitoring attendance for quorum, preparing tentative agendas and documents for distribution, taking meeting notes, drafting meeting minutes for review and approval, and posting approved minutes on the Agency website.
- Serve as the point of contact between senior managers, community partners, designated organizations, and building management.
- Serve as an administrative liaison between CNY Works' senior managers, the One Stop System Operator and the One Stop Career Center.
- Facilitate internal communications (e.g. distribute information and schedule meetings upon request).
- Track key deadline dates and provide support for related due dates.
- Monitor and manage senior managers phone calls and emails, prioritize and direct return phone calls and e-mail responses in a timely manner, upon request and specifically when a senior manager is out of the office for extended periods of time.
- Prepare correspondence, including draft e-mail communications, as necessary.
- Perform administrative tasks for senior managers. Prioritize tasks and consult with the Executive Director when competing deadlines are identified.
- Manage filing and ensure document retention policies are being followed.
- Perform other duties as assigned.

ACCOUNTABILITIES:

Meet the expectations of the Executive Director and senior management team. Meet position essential functions for quality and productivity. Adhere to agency policies and procedures.

QUALIFICATION STANDARDS:

Associate degree required; bachelor's degree preferred. Minimum of three to five years of experience. Proven work experience as an Executive Assistant, Administrative Secretary, Office Manager, or similar role. Must have and maintain a valid New York Notary License, or ability to obtain license within 90 days from date of hire.

Attention to detail and impeccable organizational skills are critical attributes, including a high level of written and oral communication skills.

- Proficiency with MS Office Suite.
- Superior keyboarding and data entry skills with a minimum of 60 WPM.
- Ability to maintain discretion and confidentiality with sensitive information.
- Excellent organizational skills with an ability to think proactively and prioritize work.
- Ability to think critically and anticipate relevant outcomes.
- Ability to analyze processes and suggest improvements.
- Ability to complete detailed tasks with a high level of accuracy.
- Strong written and verbal communication skills.
- Ability to work independently with minimal supervision and as part of a team.

- Ability to perform multiple tasks simultaneously.
- Ability to receive and convey detailed instructions to other workers accurately.
- Ability to research and analyze detailed information accurately.
- Ability and desire to understand the overall functions of the organization and apply this understanding to work performed.
- Ability to interact with Board Members, vendors, customers and staff in a positive, cooperative and supportive manner.
- Ability to work extra hours as job duties demand.
- Ability to sit for prolonged periods of time at a desk.
- Ability to lift 15-20 pounds occasionally.
- Must have valid driver's license and own reliable transportation.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position.

Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.