

CITY OF BUFFALO URBAN RENEWAL AGENCY

NOTICE OF VACANCY

JOB TITLE: Senior Administrative Assistant
Posting Code 32021SAA

DATE: March 23, 2021

NO. OF POSITIONS: (1)

HRS. OF WORK: 40 weekly

SALARY: \$41,647

LOCATION: City of Buffalo Urban Renewal Agency
920 City Hall, Buffalo, N.Y. 14202

GRADE: 15U

GENERAL DESCRIPTION:

The Sr. Administrative Assistant assists in processing, recording and maintenance of correspondence, reports and documents necessary to the operation of the division. Supervision is received from the division head and may exercise supervision over personnel assigned. Work involves the performance of varied and more difficult clerical assignments, which requires diligence, initiative, and the exercise of independent judgment and general understanding of specific laws, office rules, procedures and policies. Work assignments may be confidential in nature. An incumbent of a position in this class is responsible for the management of a complex business office and may be responsible for decisions in a technical field subject to the approval of the head of the department. The position is distinguished from that of Administrative Assistant in that the duties of the latter position are concerned almost exclusively with office management. The incumbent must be proficient in office technology and use a personal computer to complete work assignments. The ability to take dictation and transcribe is desirable. Performs related work as required. Remote work may be required based upon City of Buffalo and/or City of Buffalo Urban Renewal Agency policies and procedures or federal, state or locally imposed restrictions.

DUTIES MAY INCLUDE, BUT ARE NOT LIMITED TO:

Assists the head of a large department by handling details of the business office management procedures; read incoming mail, conducts general correspondence and routes remainder to the proper official or unit; Processes and follows upon various types of requests and claims; Coordinates the maintenance of departmental account keeping records and the preparation of payroll timekeeping; Supervises the requisition, purchase, receipt and inventory of departmental supplies and equipment and the processing of related records; Processes the collection of departmental fees and related records; Secures budget estimate data, makes budget estimate studies and assists in the preparation of budgets and the maintenance of budget control; Answers telephone, take messages, interviews office callers, salesmen and others and furnishes general information about departmental functions and activities; directs callers to the proper source of information.

Maintain contacts with units within a department, with other city departments and with other public and private agencies to assist in solving mutual problems, develop improved services and build good will; Assists administrative superiors in carrying out specialized services of a department or major unit; Maintain personnel records and may issue personnel requisitions for filling vacant positions; prepares appointment letters. Schedules appointments and meetings.

MINIMUM QUALIFICATIONS:

Proven ability to understand and carry out written directions; ability to organize data into tables and records; proficient knowledge of office terminology, procedures and equipment, English grammar, usage, punctuation and spelling; basic knowledge of business arithmetic; (a) Bachelor's degree from an accredited college or university and five years of full-time office management experience in the field of accounting, public administration, personnel administration, financial management or a closely related field; two years of which must have been in a responsible administrative/supervisory capacity; or (b) Associates degree from an accredited junior college, technical/business institute and seven (7) years of full-time office management experience in the field of accounting, public administration, personnel administration, financial management or a closely related field; three (3) years of which must have been in a responsible administrative/supervisory capacity; or (c) Graduation from high school and eight (8) years of full-time office management experience in the field of accounting, public administration, personnel

administration, financial management or a closely related field; five (5) years of which must have been in a responsible administrative/supervisory capacity; or (d) An equivalent combination of the foregoing as defined within the limits of a, b, and c.

DESIGNATED FUNDING SOURCE:

This position is funded by a designated and limited funding source, specifically, the federally funded Coronavirus Aid, Relief, and Economic Security Act (CARES ACT), for a limited duration of a maximum of 24 months, possible extension based on funding. In addition to all other conditions of employment with the Agency, this position is contingent on the continued availability of this funding source to fund this position in order to carry out the Statement of Duties and/or Scope of Work attached hereto as **Exhibit A**.

RESIDENCY REQUIREMENTS:

As a condition of Employment, appointee must establish and maintain residency within the City of Buffalo during their tenure of employment. Residency must be established within 90 days of starting date of employment.

Cover letter and resume should be submitted by 4:30 pm (EST) April 7, 2021 to the attention of Jenna Bichler, Director of Operations, via email to info@buffalourbanrenewal.com. Reference job posting code 32021SAA

EXHIBIT A - STATEMENT OF DUTIES AND SCOPE OF WORK

The City of Buffalo has received a significant amount of federal funding as a result of the COVID-19 pandemic through the Coronavirus Aid, Relief, and Economic Security (CARES) Act passed by Congress signed into law March 27th, 2020. Funds for this program will be allocated to sub-recipients, experienced and qualified nonprofits providing services to low income, disabled and homeless clients. All activities of the program will be designed to prevent, prepare for, respond to and recover from the COVID-19 pandemic, and clients served must have been or are at risk of being negatively impacted by the COVID emergency.

The Buffalo Urban Renewal Agency is seeking a highly motivated, very detail oriented Sr. Administrative Assistant that can help us maintain our high standards of excellence in delivering and managing CARES act funding and related Subrecipient activities. Federal funds such as CARES ACT require full compliance with all Department of Housing and Urban Development regulations and requirements for the funding. Essential Duties and Responsibilities include:

- Assists the head of a large department by handling details of the business office management procedures; read incoming mail, conducts general correspondence and routes remainder to the proper official or unit;
- Processes and follows upon various types of requests and claims;
- Coordinates the maintenance of departmental account keeping records and the preparation of payroll timekeeping;
- Supervises the requisition, purchase, receipt and inventory of departmental supplies and equipment and the processing of related records;
- Processes the collection of departmental fees and related records; Secures budget estimate data, makes budget estimate studies and assists in the preparation of budgets and the maintenance of budget control;
- Answers telephone, take messages, interviews office callers, salesmen and others and furnishes general information about departmental functions and activities; directs callers to the proper source of information.
- Maintain contacts with units within a department, with other city departments and with other public and private agencies to assist in solving mutual problems, develop improved services and build good will;
- Assists administrative superiors in carrying out specialized services of a department or major unit;
- Maintain personnel records and may issue personnel requisitions for filling vacant positions; prepares appointment letters;
- Schedules appointments and meetings; and
- Takes meeting minutes for report outs and follow up, as assigned.