

---

## BUFFALO URBAN RENEWAL AGENCY

---

### NOTICE OF VACANCY

---

**JOB TITLE:** Special Assistant to Senior Director

**DATE:** January 27, 2023

**SALARY:** \$55,341.00

**HOURS OF WORK:** Minimum of 40hrs/week

**LOCATION:** BURA Executive Office  
920 City Hall, Buffalo NY

**GRADE:** EXEMPT

---

#### **POSITION DESCRIPTION:**

The incumbent performs critical and confidential duties under the direction of the Senior Director of Programs. S/he is responsible for duties to relieve the Senior Director of administrative details, to coordinate and organize office and organizational activities, to perform diversified duties in support of the Senior Director; conveying information regarding organizational functions and procedures; assisting in reporting and contract management of assigned projects and site activities; and ensuring efficient operation of program support functions. Duties are performed with some degree of independent judgment. No supervisory duties are exercised. The incumbent must always maintain confidentiality of privileged and sensitive information that may be accessible.

#### **DUTIES MAY INCLUDE, BUT ARE NOT LIMITED TO:**

- Collects data and submits required reports to supervisor and other parties for the purpose of providing up-to-date information and complying with regulatory requirements and established guidelines.
- Compiles data from a wide variety of sources for the purpose of analyzing issues, ensuring compliance with organization policies and procedures, and/or monitoring program components.
- Assist Senior Director in helping workflows, prioritizing, and completing tasks in a timely manner for the purpose of following policy and practices.
- Maintains confidential information.
- Maintains databases for the purpose of providing reference, conveying information, and complying with established financial, legal and/or administrative requirements.
- Participates in meetings, as assigned, for the purpose of conveying and gathering information regarding a wide variety of subjects required to carry out their administrative responsibilities.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the organization.
- Prepares a wide variety of documents and written or electronic materials for the purpose of documenting activities and issues, conveying information, meeting compliance requirements, and/or providing supporting materials.
- Researches a variety of topics for the purpose of ensuring compliance with regulatory requirements and established guidelines; securing information for planning; and/or responding to requests.
- Schedules appointments, meetings, and events for the purpose of making necessary arrangements as assigned by the Senior Director.

### **DESIRED QUALIFICATIONS AND SKILLS:**

- Good knowledge of government structure for the City of Buffalo.
- Good knowledge of principles, practices, and terminology of office activities, including methods and procedures.
- Ability to operate a computer keyboard to produce finished copies such as letters, reports, minutes from meetings, etc.
- Ability to prepare accurate and concise correspondence, reports, memorandum, etc.
- Ability to communicate effectively both orally and in writing.
- Ability to understand and interpret written material.
- Ability to establish and maintain good working relationships with others.
- Integrity; tact; resourcefulness; confidentiality; initiative.

### **MINIMUM REQUIREMENTS:**

- 60 credit hours (any major) from an accredited college or university and two years of full-time responsible clerical experience.

#### **OR**

- A minimum of experience, equivalent of Five (5) years of experience to indicate the ability to perform the duties of the position.

**Note:** Verifiable part-time experience will be pro-rated to meet full-time experience requirements. Proof of education must be presented at time of appointment.

- Customer service experience and knowledge.
- Must possess clarity and organization in preparing written material and a working knowledge of Microsoft based office suite software including being proficient in Excel.

### **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 ninety (90) days of starting date of employment.

### **SUBMISSION INSTRUCTIONS:**

Cover letter and resume should be submitted by 4:30 pm (EST), February 15, 2023 to the attention of Hope Young – Watkins , BURA Senior Director, via email to [info@buffalourbanrenewal.com](mailto:info@buffalourbanrenewal.com).

**Cover letter and resume will also be accepted via Regular U.S. Mail to the following address:**

Hope Young – Watkins, BURA Senior Director  
Buffalo Urban Renewal Agency  
65 Niagara Square, 920 City Hall  
Buffalo, New York 14202