

**BUFFALO URBAN RENEWAL AGENCY
JOB VACANCY**

DATE: April 3, 2024

JOB TITLE: Senior Administrative Assistant II

NO. OF POSITIONS: One (1)

HRS. OF WORK: 8:30 A.M. – 4:30 P.M.

SALARY: \$52, 954

REPORTS TO: BURA Senior Director - Hope Young Watkins

GRADE: 24U (Union Covered Position, Local 815)

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

GENERAL DESCRIPTION:

The Sr. Administrative Assistant II leads the administrative assistant team in processing, recording and maintenance of correspondence, reports and documents necessary to the operation of the Agency. Supervision is received from the division head and supervision over the Senior Administrative Assistant, Receptionist and other personnel as assigned. Ensures collaboration with the Executive Legal Assistant (s) and related staff for completion of administrative tasks and duties for the Agency.

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 Senior Administrative Assistant in that the duties require supervision of the administrative staff, as assigned, and as lead in ensuring collaboration of the administrative tasks for the Agency and in close collaboration with those Agency members in confidential administrative positions. 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 Agency by handling details of the administrative support 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; 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 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; four (4) years of which must have been in a responsible lead administrative/supervisory capacity; or (b) Associates degree from an accredited junior college, technical/business institute and eight (8) years of full-time office management experience in the field of accounting, public administration, personnel administrating, financial management or a closely related field; three (3) years of which must have been in a responsible lead 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.

RESIDENCY REQUIREMENT:

As a condition of employment, the appointee must establish and maintain residency within the City of Buffalo during their tenure of employment. Residency must be established within three (3) months of the starting date of employment.

Cover letter and resume should be submitted by 4:30 pm (EST) Friday, April 26, 2024 to the attention of Hope Young – Watkins via email to GAlessi@hrbuffalo.com.