BUFFALO URBAN RENEWAL AGENCY

NOTICE OF VACANCY

JOB TITLE: Senior Administrative Assistant **DATE: October 28, 2026**

NO. OF POSITIONS: One (1) **HOURS OF WORK: 40hrs/week**

LOCATION: BURA Executive Office
901 City Hall
Buffalo, NY 14202

SALARY: $48,296

POSITION DESCRIPTION:

The Senior Administrative Assistant supports the Agency by processing, recording, and maintaining essential documents, correspondence, and reports. Under the supervision of the assigned manager, this position may also oversee assigned staff.

Work involves a variety of complex clerical tasks requiring diligence, initiative, sound judgment, and a working knowledge of applicable laws, policies, and procedures. Tasks may involve handling confidential information.

This role is responsible for managing a complex business office and may make technical decisions subject to department head approval. The position is distinguished from an Administrative Assistant by its broader responsibilities beyond office management.

Proficiency in office technology and personal computer use is essential. The ability to take and transcribe dictation is desirable. Performs related duties as assigned.

PRIMARY JOB RESPONSIBILITIES:

- Assists the head of a department by managing the daily operations of the business office.
- Reviews incoming mail, conducts general correspondence, and routes remaining items to appropriate staff or units.
- Processes and follows up on various requests, claims, and inquiries.
- Coordinates departmental recordkeeping.
- Oversees the requisition, purchase, receipt, and inventory of office supplies and equipment; maintains related records.
- Collects and processes departmental fees and maintains associated documentation.
- Gathers data for budget preparation, conducts budget estimate studies, and assists in budget development and monitoring.
- Answers telephone calls, takes messages, greets office visitors and vendors, and provides general departmental information.
- Places calls to clients or potential program participants for intake and collection of information.

- Directs inquiries to the appropriate source of information or assistance.
- Maintains effective communication with internal divisions, other City departments, and external agencies to coordinate services, resolve issues, and support departmental goals.
- Assists supervisors with implementing specialized departmental services or initiatives.
- Schedules and coordinates appointments, meetings, and calendars.

PREFERRED QUALIFICATIONS AND COMPETENCIES:

- Proven ability to understand and carry out written and verbal instructions.
- Ability to organize data accurately into tables, logs, and records.
- Proficient knowledge of office terminology, procedures, and equipment.
- Strong command of English grammar, usage, punctuation, and spelling.
- Basic knowledge of business arithmetic.
- Ability to manage multiple tasks and prioritize workload efficiently.
- Competence in handling confidential information with discretion.
- Effective interpersonal and communication skills.
- Proficiency in common office software applications and technologies.

MINIMUM QUALIFICATIONS:

Candidates must meet one of the following educational and experience requirements:

(A) Bachelor's degree from an accredited college or university and five (5) years of full-time office management experience in accounting, public administration, personnel administration, financial management, or a closely related field, including two (2) years in an administrative role.

(B) Associate's degree from an accredited college or business/technical institute and seven (7) years of full-time administrative experience in a related field as listed above, including three (3) years in an administrative role.

(C) High school diploma or GED and eight (8) years of full-time administrative experience in a related field as listed above, including five (5) years in a administrative role.

OR

(D) An equivalent combination of education and experience as defined within the limits of (A), (B), and (C).

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) November 18, 2026 to Hope Young -Watkins via djudson@buffalony.gov.