

Job Opening
August 11, 2015

JOB TITLE: Executive Assistant

LOCATION: Southern Tier RO, Binghamton

BASIC FUNCTION:

Works under the direction of the Regional Director providing administrative and coordination support for state projects and programs. Works as part of the project team for Project Manager(s) as needed.

WORK PERFORMED:

Provide a wide range of administrative and secretarial duties to support day-to-day operations for the Regional Director and regional office staff, including, but not limited to:

- Answer phones, take messages and direct calls and e-mails to appropriate parties; prioritize and immediately handle time-sensitive messages and requests.
- Respond to inquiries relating to the Southern Tier Regional Council and Southern Tier Office, and to unsolicited inquiries from small businesses, start-up companies and others for program information and referral.
- Create, organize and maintain records, correspondence and other related materials for Regional Director and Southern Tier office staff.
- Serve as administrative support to Southern Tier Project Manager(s) and Originators as needed, including assisting with project and application reviews, preparation of origination materials, board materials, PACB letters, Grant Disbursement Agreements, closing documents and other required documentation, as well as scheduling and holding public hearings.
- Handle all scheduling matters: confirm meetings and conference calls, screen and reserve meeting rooms and arrange for required parking, provide for building security clearance, resolve scheduling conflicts, monitor schedule changes, provide meeting reminders and updates.
- Prepare, proofread and coordinate production and distribution of reports, agendas, presentations and other documents as needed. Ensure meeting materials are complete, in order and available in advance of each meeting. Prepare meeting minutes, maintain meeting records, and other key office documentation.
- Make all necessary travel arrangements, prepare itineraries and detailed travel schedules, and ensure that all travel documents are in order and available as needed.
- Coordinate with other departments and across ESDC and DED as needed to ensure proper submittal and timely handling of required paperwork, including, but not limited to, purchase requests, payment authorization forms, business meal authorization expense reports, pre-travel requests, mileage and expense reports, tax exemption forms, shipping receipts and other office documents in a timely fashion.
- Maintain centralized office filing systems, including both electronic and hard copy files. Review files periodically and screen for materials that can be disposed of according to file retention guidelines and materials that can be stored centrally.
- Inventory, order and maintain all office supplies and coordinate maintenance of office equipment.

Perform specialized tasks as required, e.g.:

- Data Management - Create and maintain database(s) and spreadsheets. Input and manipulate data as needed. Continually update ESD's Project Tracking System, Regional Office Access database(s) and Excel Spreadsheets.

- Research & Data Analysis - Organize and execute fulfillment of research and data requests. Conduct analysis as required to support Regional Council plans/materials, Industry Analyses, Outreach Efforts, etc.
- Reporting - Coordinate, execute and ensure on-time, accurate reporting of ST office and Regional Council projects and activities as required.
- Writing - Prepare reports, briefings, presentations, proposals and
- Meetings & Events - Provide staff support for Governor's events, Regional Council activities, and other meetings and events as needed, including occasional presentation of meeting materials and information. Support the ST team in their representation of the agency at meetings.
- Website Management - Manage and maintain the ST Regional Council website, assuring that all information is relevant, organized, up-to-date, complete and accurate.
- Special Projects – Perform special projects as required.

EDUCATION & REQUIREMENTS:

Education Level Required: High school diploma; Undergraduate degree, preferably in accounting, finance or government highly desirable.

Equivalent Experience Required: A minimum of 5 years of administrative experience.

Required Knowledge and Skills: Strong written and oral communication skills are required. Excellent telephone etiquette, high level word processing, spread sheet development, database management, preparation of presentation materials, strong organizational skills, discretion and good judgment are essential. The successful candidate must have the ability to work independently. Proficiency with Excel, Access, Power Point and Word is required. Knowledge of other software is desirable.

APPROXIMATE HIRING SALARY:

Up to \$42,639

INQUIRE

Ruth Parris, HRIS Specialist & Sr. HR Coordinator - Human Resources Dept., ESD Corporation

DEADLINE: At least two weeks or until the position is filled.

Internal Candidates: COMPLETE A POSTING APPLICATION AND ATTACH A COPY OF RESUME

External Candidates: SEND RESUME TO: Resumes@esd.ny.gov

AN EQUAL OPPORTUNITY EMPLOYER