

Administrative Aide

Job description

The Village of Scarsdale is looking for an Administrative Aide to join our team!

Description of Work (Illustrative Only):

Under general supervision, incumbents are responsible for providing direct assistance to department heads, other high-level employees, and support personnel with management, administrative and/or line services within a municipality. Contact with employees, vendors, and the public is required, and duties call for independent judgement and action. Supervision of personnel is not a typical requirement of this position. Does related work as required.

Examples of Work (Illustrative Only):

Assists department heads and other municipal employees in all aspects of the development, planning, implementation, evaluation, review and analysis of ongoing work assignments, special projects, programs, and municipal services. Undertakes special studies, analyses, research, or other projects to meet specific management needs to identify methods to streamline operating procedures and systems. Provides staff training, technical assistance and guidance to department heads and other municipal employees. Research, plans, and implements new systems and procedures. Organizes information, including preparing lists, charts, tables, and short narrative summaries. Recommends orally and or by written report results of findings pertaining to specific department problems. Coordinates projects involving more than one municipal unit and reviews finished work. Maintains files and records, and may coordinate follow-up procedures, to ensure activities and tasks related to projects and programs are performed on schedule. Encourages long range planning by departments and maximizes the use of technology to assure programs, projects and procedures result in cost effectiveness. Analyzes administration/operations problem areas and makes recommendations for remedial action. Works with staff to resolve workflow problems and scheduling conflicts for data processing requests. Disseminates information regarding the municipality to the public via press releases, newsletters, website and/or public access channel. Uses computer applications such as spreadsheets, word processing, calendar, e-mail, and database software in performing work assignments.

Minimal Acceptable Training and Experience:

An Associate's Degree* and three (3) years of experience of an administrative or supervisory nature in public administration, personnel administration, business administration, or financial management. A Bachelor's Degree may be substituted for two (2) years of the work experience described above. A Master's Degree in public administration, Business Administration, Managerial Economics, Organizational Development or a related field may be substituted for the three (3) years of work experience described above.

Compensation:

\$55,786 per year, plus benefits. Compensation includes vacation, sick leave, holiday pay, and health insurance. Employees are eligible to join the New York State Retirement System.

To Apply:

Interested candidates should send a resume and cover letter via email to publicworks@scarsdale.com.