

GENESEE COUNTY

EXECUTIVE SECRETARY TO EXTERNAL AFFAIRS-GCC (HELP Program)

DISTINGUISHING FEATURES OF THE CLASS: This is an important secretarial position involving the performance of confidential and complex secretarial tasks for the Director of Development & External Affairs at Genesee Community College, including the typing of confidential or technical materials/reports and the analysis of foundation securities. The incumbent exercises considerable independent judgment in solving office management problems; acts on behalf of the administrator in accomplishing routine administrative business and the resolution of concerns of the public, donors, and foundation directors. The employee in this position works under the direct supervision of the Director and is permitted considerable freedom in responding to, resolving, and referral of inquiries. Supervisory responsibilities may be delegated or assigned this employee which will be executed within well defined limits. Does related work, as required.

TYPICAL WORK ACTIVITIES:

Acts as personal secretary to the Director of Development and External Affairs;
Composes correspondence for signature of the Director in answer to routine inquiries;
Serves as receptionist for Director's office;
Schedules meetings;
Maintains and orders office supplies,
Composes all minutes of the corporation and maintains legal documents and records required by State and Federal Law;
Assists in the development of budgets for the Foundation and External Affairs and monitors same;
Provides support/arrangements for special projects; reception, ceremonies, press conferences, official visits, tours and other public events;
Maintains and processes confidential aspects of the administrator's office which may include, but are not limited to departmental staff, donors, and other constituents of the College;
Serves as Secretary and resource for the Board of Directors of the GCC Foundation;
Manages Foundation assets including all bookkeeping functions;
Analyzes Foundation securities;
Functions as an intra-agency and/or inter-agency functionary when so authorized by the Director;
Acts as a liaison between agency officials and public and non-public officials covering Foundation and External Affairs;
Assists in developing and implementing procedures on internal management and operational efficiency;
Prepares a variety of reports and records unique to the Foundation and/or External Affairs which may include the manipulation of database information to create computerized reports including financial reports.

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

CONTINUED....

EXECUTIVE SECRETARY TO EXTERNAL AFFAIRS – GCC (HELP Program)

Page 2

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND/OR PERSONAL CHARACTERISTICS:

Good knowledge of secretarial practices; good knowledge of office terminology, practices and procedures; good knowledge of bookkeeping procedures; ability to type accurately at an acceptable rate of speed; ability to operate word processing equipment, software and peripherals; ability to understand and follow oral and written directions; ability to get along well with others; ability to work under time constraints and handle multiple assignments; ability to maintain confidentiality; good judgment; initiative, resourceful, tactful and courteous.

MINIMUM QUALIFICATIONS:

EITHER:

- A. Possession of an Associate degree in Secretarial Science, Office Technology-Secretarial or a related field, AND one (1) year of full-time paid clerical experience which shall have included typing;

OR:

- B. Completion of a minimum of 65 semester credit hours from a regionally accredited or NYS registered college or university, including a minimum of 24 semester credit hours in Office Technology AND one (1) year of full-time paid experience as listed in A above;

OR:

- C. Possession of a high school diploma or an equivalency diploma recognized by the New York State Department of Education and three (3) years of full-time paid clerical experience as listed in A above.

Part time experience will be prorated as appropriate.

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.

Non-competitive Class
Adopted 7/22/26