



Serving The Community Since 1944

Administrative Offices

One Eddy's Lane
Troy, NY 12180

Phone: (518) 273-3600

Fax: (518) 274-6633

NOTICE OF POSITION AVAILABLE

Confidential Assistant

This position is in the Competitive Class. The candidate will be hired provisionally and will have to take a NYS Civil Service Examination at a yet to be determined date and score in the top three to be considered for permanent appointment). The position is Management/Confidential and will be covered by the Troy Housing Authority's Non- Represented Policy.

2024 Salary Schedule – Management Confidential Grade M/C19 (\$67,315 hiring rate to \$85,066 Job Rate)

General Description of Duties:

- Performs a variety of highly responsible duties to relieve the administrator of a variety of secretarial and administrative details; plans, coordinates and organizes office and department activities and flow of communications for the administrator; maintains confidentiality of privileged and sensitive information.
- Maintains confidentiality regarding issues related to negotiations and collective bargaining matters.
- Inputs a wide variety of data into an assigned computer system; establishes and maintains automated files and records; creates queries and generate a variety of computerized lists and reports; assures timely distribution and receipt of a variety of records and reports; assures accuracy of input and output data.
- Receives, screens and routes telephone calls; greets and assists visitors; refers callers or visitors to appropriate staff members; takes and relay messages; responds to requests, complaints and questions from officials, staff and the public; receives, sorts and routes incoming correspondence; reviews and determines priority of incoming mail.
- Prepares Board reports and related information according to established procedures; assists with Board meeting preparation as assigned.
- Coordinates and schedules various appointments and meetings; makes travel arrangements as assigned; prepares and assures proper completion of reimbursement and mileage forms as assigned; maintains and coordinates the Executive Director's calendar.
- Receives and addresses complaints accordingly utilizing knowledge of policies and general rules and regulations; interprets policies and regulations to officials, staff and the public.
- Answers inquiries and provides information on a wide range of technical and program matters for administrators, personnel and the public.
- Prepares and submits purchase orders and work orders as assigned; assists with preparing budget reports as assigned.
- Communicates with various personnel, departments and outside agencies to exchange information, coordinate activities and resolve issues or concerns.
- Composes correspondence independently on a variety of matters including those of a confidential nature; prepares, formats, edits, proofreads and revises written materials.
- Attends a variety of meetings as assigned; prepares related notices, reports, presentations and agendas as assigned; records and transcribes minutes; prepares and distributes minutes, updated records, statements, documents and reports to appropriate personnel as assigned.
- Operates and maintains a variety of office equipment including a copier, fax machine, computer and assigned software; arranges for equipment repairs as needed.

- Develops and implements office procedures to assure complete and timely operations; trains and provides work direction and guidance to assigned personnel as directed.
- Performs other duties and tasks as assigned .

Minimum Qualifications:

Possession of a Bachelor's degree in Business Administration, Business Management or a related field;

OR

Possession of an Associates degree in a field as specified above, and at least two (2) years' experience in secretarial duties and/or administrative support;

OR

Possession of a High School diploma or GED, and four (4) years' experience as described above;

OR

An equivalent combination of college education and experience as described above, totaling four (4) years

**Interested candidates must submit an employment application to
Selena Skiba, Director of Finance and Human Resources
Troy Housing Authority
1 Eddy's Lane, Troy, NY 12180
Selena.skiba@troyhousing.org**

TROY HOUSING AUTHORITY IS AN EQUAL OPPORTUNITY EMPLOYER