



THIS IS A COMPETITIVE CLASS POSITION. THE INDIVIDUAL SELECTED TO FILL THIS VACANCY WILL BE GIVEN A PROVISIONAL APPOINTMENT AND WILL BE REQUIRED TO PARTICIPATE IN THE NEXT CIVIL SERVICE EXAMINATION FOR THIS TITLE.

CURRENT VACANCY

POSTING DATES: April 9, 2018

THROUGH: April 20, 2018

JOB TITLE: Secretary to the Library Director (c)
SALARY RANGE: \$44,486 to \$58,062 / Annually
DEPARTMENT/BUREAU: Rochester Public Library / Central / Director's Office

TYPICAL WORK ACTIVITIES:

Serves as primary point of contact for the Library Director and trustees, representing the Library to the public, the media, other agencies, and representatives of government at all levels;
Manages the Library Director's calendar, including scheduling appointments for the Director;
Provides administrative support to the Library Boards of Trustees, including, but not limited to: taking meeting minutes; maintaining accurate trustee rosters; interacting with respective appointing bodies (e.g., City, County administrations) in connection with trustee appointments; coordinating mailing of meeting documents; ensuring timely posting of meeting documents to library website as appropriate; coordinating flow of original documents for signature by Library Director and/or trustees and notarizing as appropriate;
Plans and implements arrangements for meetings of Library boards, trustee committees, and others including but not limited to library staff convocations, receptions for the public, other units of government and agencies, including scheduling, mailings, and logistics (room arrangements, equipment, refreshments);
Composes a variety of correspondence, reports, and other documents, including confidential materials, at the direction of the Library Director, Library trustees, or board committee members;
Serves as an agent for the Director and trustees in procuring information and responding to inquiries from the public, the media, and other units of government;
Responds to staff questions and concerns in person, via e-mail, and on the telephone;
Maintains a variety of files, including confidential files, in both electronic and paper formats;
Receives and routes mail, dealing with items of a routine nature independently.

MINIMUM QUALIFICATIONS:

High school diploma or Equivalent; **AND**

- I. A. Associate's degree in Office Technology, Secretarial Science, or related field and three (3) years of secretarial* experience;
- OR**
- B. Five (5) years of secretarial* experience.

*Secretarial experience includes duties such as, but not limited to, the scheduling of supervisor's appointments, maintaining supervisor's calendar, preparing agendas for meetings, taking minutes at meetings, composing and typing correspondence as directed by the supervisor.

SPECIAL REQUIREMENT:

Possession of a Notary Public License issued by the New York State Division of Licensing Services within three (3) months after appointment. This license must be maintained throughout employment in this title.

DEADLINE FOR APPLICATION IS AT 5:00 PM ON Friday, April 20, 2018. APPLICATION WILL BE ACCEPTED THROUGH THAT DATE IN ROOM 103A, CITY HALL. PLEASE **BE CERTAIN THAT YOUR APPLICATION IS COMPLETE** AND DESCRIBES ALL RELEVANT EXPERIENCE. APPLICATIONS WILL BE REVIEWED BASED UPON THE INFORMATION SUPPLIED. Resumes may accompany but will not be accepted in place of a City of Rochester employment application. Applications may be obtained at City Hall, on the City's website: www.cityofrochester.gov, or by sending a self-addressed, stamped envelope to Human Resource Management, City Hall, 30 Church Street, Room 103A, Rochester, NY 14614.

Application must be received or post marked by the final filing date, otherwise this application will be rejected.


Carolyn Grinstead, Human Resource Consultant I