



## JOB OPENINGS – CITY OF WATERVLIET

<b>Vacancy Number:</b>	2025-10
<b>Position:</b>	Administrative Aide (Part-time) 18.75 Hrs/Weekly
<b>Location:</b>	City of Watervliet
<b>Basic Function:</b>	The work involves responsibility for performing a wide variety of administrative activities and tasks in support of an office or agency program. Specific tasks vary depending on the functional area and program objectives of the agency to which the employee is assigned, but the Administrative Aide position is characterized by substantial contact with agency clients and/or the general public to explain program services, requirements, etc., by managing complex records systems and by assisting administrators and professional staff in the performance of the more routine, less difficult and highly structured tasks required of these administrative positions. The work is performed under the general supervision of a higher level administrator according to clearly defined guidelines and instructions. Supervision may be exercised over the work of clerical assistants. Does related work as required.
<b>Qualifications:</b>	<p>(a) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree and one (1) year of clerical, administrative or office management experience which shall have involved maintaining electronic records in a database or spreadsheet application and preparing reports; or</p> <p>(b) Graduation from high school or possession of a high school equivalency diploma and three (3) years of clerical, administrative or office management experience which shall have involved maintaining electronic records in a database or spreadsheet application and preparing reports.</p>
<b>Responsibilities:</b>	<p>Provides information regarding program services and requirements either by phone or in person, schedule appointments, or assist individuals in applying for services by explaining procedures and program processes;</p> <p>Compiles data and background material to support various administrative/professional activities;</p> <p>Maintains and processes complex records including computerized records requiring advanced knowledge of agency services and procedures;</p> <p>Maintains office records and statistics using database or spreadsheet software;</p> <p>Schedules and arranges conferences, meetings, special events, etc.;</p> <p>Acts as liaison for program or agency activities with administrators and participants;</p> <p>Assists professional staff in analyzing and evaluating methods, procedures, goals and objectives, forms applications, etc.;</p> <p>Distributes agency mail and notifies staff of meetings;</p> <p>Assists Administrator with agency budget preparation by gathering data and compiling figures;</p> <p>Coordinates and assists in preparation of news letters and informational material;</p> <p>Assists with agency training activities by collecting data, assembling and distributing materials and supplies;</p> <p>Secures training facilities for agency staff and/or participants;</p> <p>Prepares a variety of reports related to the work;</p> <p>May assist in setting up and taking down exhibits, displays and similar materials;</p> <p>May compose correspondence in response to routine inquiries and issues;</p> <p>May prepare and/or update lists, forms, statistical data, news releases or letters, etc., on a personal computer;</p> <p>May take meeting minutes for the permanent record.</p>
<b>Starting Date:</b>	As soon as practicable.



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<b>Application Deadline:</b>	Until filled
<b>Starting Salary:</b>	\$ 20.00per hour.
<b>Apply To:</b>	Submit completed application and resume to Office of the General Manager City of Watervliet, 2-15 <sup>th</sup> Street, Watervliet, New York, 12189 <a href="#">civil_service_app.pdf (watervliet.com)</a>
<b>Further Information Contact:</b>	Stacey Clermont 518-270-3800, Ext. 100 OfficeoftheGeneralmanager@watervliet.com
<b>Date:</b>	4/2/2025