



COUNTY OF ERIE  
POSITION ANNOUNCEMENT  
AN EQUAL OPPORTUNITY EMPLOYER

**POSTING DATE: FEBRUARY 19, 2016**

**CLOSING DATE: MARCH 4, 2016**

**TITLE: EXECUTIVE SECRETARY OFFICE MANAGER GRADE: A-II**

**DEPARTMENT: LIBRARY- ADMINISTRATION**

**BARGAINING UNIT: NON-BARG**

**ENTRY RATE: \$14.63/HR \$28,529/YR**

**HOURS PER WEEK: 37.5**

**PROCEDURE TO APPLY:** Please read the **County of Erie Job Application Procedures** before applying. Those wishing to apply for this position shall submit a County Employment Application and a Bid Form stating their qualifications to the Personnel Department at the Erie County Court House, Room 501, Erie, PA 16501. Apply Monday - Friday, 8:30 am - 4:00 pm.

APPLICATIONS AND BID FORMS CAN BE DOWNLOADED FROM THE INTERNET BY GOING TO THE ERIE COUNTY WEB SITE AT [www.eriecountygov.org](http://www.eriecountygov.org) AND THEN CLICK ON JOB OPPORTUNITIES. COMPLETED FORMS CAN EITHER BE MAILED TO THE ABOVE ADDRESS OR FAXED TO 814-451-6484.

**THE COUNTY OF ERIE IS AN EQUAL OPPORTUNITY EMPLOYER. MEN AND WOMEN OF ALL MINORITY AND NON-MINORITY GROUPS INCLUDING INDIVIDUALS WITH DISABILITIES ARE ENCOURAGED TO APPLY.**

**ALL NEW HIRES ARE SUBJECT TO A CRIMINAL BACKGROUND CHECK.**

---

**DEFINITION OF CLASS:**

This is an intermediate level administrative position assisting administrators and managers in a wide variety of duties including budget projections and analysis, takes and transcribes minutes for meetings, verbatim discussions, preparing and typing reports on complex letters and arranging office activities. Supervises small clerical staff.

This position functions under the general supervision of the Administrative Officer II, which requires responsibility and independence in performing administrative duties of average to great difficulty. This position is responsible for the management of a small office or work of comparable difficulty. This position involves a wide range of work activities and skill.

**DUTIES & RESPONSIBILITIES:**

Assists in analyzing and preparation of departmental budget and maintenance of same using the county Financial Management System (FMS). Supervises the Fiscal Technicians and all Business Office functions as they pertain to the Library. May serve as the central point for library wide communications and directives which may include marketing and advertisement of events, including press releases. May do bookkeeping for special accounts, keep calendars, and assist managers in scheduling and/or Attendance on Demand county system. May need to takes and transcribes minutes for meetings. May prepare and/or approve requisitions and similar papers. Maintains control over incoming and outgoing correspondence, and composes correspondence on a variety of assigned subjects. Interprets regulations according to well-defined standards, and applies rules to a variety of work situations. Screens phone calls and visitors, makes and cancels appointments. Receives complaints and requests for information and takes necessary action and composes and types replies. Performs other related duties as required.

The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be considered as a detailed description of all the work requirements that may be inherent in the job.

**KNOWLEDGE , SKILLS & ABILITIES:**

Thorough knowledge of modern office practices and procedures. Knowledge of the functions, procedures, organization and the governing laws and regulations of the governmental unit involved. Working knowledge of FMS (Financial Management System). Ability to maintain complex clerical records and to prepare accurate reports. Ability to interact and facilitate communication with library staff, other county departments and vendors. Ability to exercise good judgment, courtesy and tact in receiving callers, in giving and obtaining information and in making proper disposition of problems. Thorough knowledge of business English, spelling and arithmetic. Typing and computer proficiency to include Excel. Ability to compose a variety of memoranda or letters with only general instructions. Ability to supervise a small staff of clerical workers. Experience with county budgets and procedures recommended.

**MINIMUM REQUIREMENTS/QUALIFICATIONS:**

High school graduate or GED supplemented by eight years of progressively responsible experience in clerical, typing, stenographic or secretarial work; or an equivalent combination of related education and experience.

**CONDITION OF EMPLOYMENT:**

The selected candidate will be pre-employment required to obtain, at their own expense, 3 forms of clearances, including PA State Police Criminal History Record Check; PA Child Abuse History; and FBI Criminal History Background Check including finger printing.

**STATEMENT OF BENEFITS for:**

<b>NON-BARGAINING</b>	<b>SINGLE COVERAGE</b>	<b>DEPENDENT COVERAGE</b>
	\$12,040.00	\$23,595.00

\*Average paid holidays annually – 14 days

\*Average paid vacation for 1st year – 6 days

\*Average paid personal days annually – 5 days

\*Holidays may vary by bargaining unit