

Civil Service Title: Community Associate
Title Code No: 56057
Office Title: Administrative Assistant

Level: NA
Salary: \$35,683 - \$59,385
Work Location: Olmsted Center, Queens
Number of Positions: 1

MAJOR RESPONSIBILITIES

- Under general supervision, perform difficult and responsible administrative functions to assist a high-level executive manager in the Capital Projects division.
- Manage executive manager’s schedule. Initiate and coordinate meetings and conference calls. Prepare necessary materials.
- Attend internal and external meetings as directed. Take notes and follow up as needed.
- Collate information prepared by Team Leaders into cohesive reports/documents on a regular basis for review and use by Deputy Commissioner and Chiefs.
- Provide general office support: assist with faxes, copies, answering phones and other duties.
- Assist supervisors with special projects as needed.
- Utilize data provided by supervisors and project managers to create and maintain spreadsheets and charts.

QUALIFICATION REQUIREMENTS

1. High School diploma or equivalent and three years of experience in community work or community centered activities in an area related to duties described above; or
2. Education and/or experience which is equivalent to “1” above.

Residency in New York City, Nassau, Orange, Rockland, Suffolk, Putnam or Westchester counties required for employees with over two years of city service. New York City residency required for all other candidates.

PREFERRED SKILLS/QUALIFICATIONS

1. Bachelor’s Degree.
2. At least two years of experience working with high-level staff.
3. Excellent time management, writing, administrative and interpersonal skills.
4. Quick learner and able to multi-task and manage a complex office.
5. Proficiency in Microsoft Word, Excel and PowerPoint.
6. Comfortable working in a team environment.

City employees:

- 1) Apply through **Employee Self Service (ESS)** under Recruiting Activities
- 2) Search for **Job ID#: 289229**

Include your ERN on all correspondence.

For all other applicants:

Click here to apply: [Administrative Assistant](#) **OR**

- 1) Go to www.nyc.gov/careers/search
- 2) Search for **Job ID#: 289229**

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POST DATE: 05/12/17	POST UNTIL: 05/26/17	Job ID#: 289229
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NOTE: All resumes must be received no later than the last day of the posting period.
References will be required upon request.