



Executive Assistant– Job Description

Position Summary

The Executive Assistant supports the day-to-day administrative operations of the office as directed by the Executive Director and the Chairman. This role includes managing calendars, maintaining office supply inventory, supporting communications, and assisting with basic bookkeeping tasks. The Executive Assistant plays a key role in coordinating operational activities, managing vendor relationships, and ensuring the smooth functioning of office procedures.

Administrative Responsibilities

This role involves performing a variety of complex, confidential, and independent administrative tasks. It requires sound judgment, discretion, and organizational skills in support of the Chairman, Executive Director and other Authority staff.

Typical Work Activities

- Professionally answer incoming phone calls and greet guests to the office; respond to inquiries and complete intake forms as needed.
- Review and edit Authority work product including agendas, resolutions, releases, and supporting documents for Board and committee meetings.
- Take minutes at Authority Board meetings and ensure timely distribution.
- Maintain vendor relationships and coordinate procurement of office supplies and services.
- Sort and distribute incoming mail according to staff assignments.
- Maintain electronic filing systems and logs for office records and documentation.
- Oversee the appearance and upkeep of the office environment and other Authority-owned properties.
- Schedule meetings and manage calendars for the Chairman and Executive Director.
- Support bookkeeping functions including processing accounts payable to assist the Director of Finance and Operations.
- Perform other related duties as assigned.

Knowledge, Skills, and Abilities

- Proficient knowledge of office terminology, procedures, and equipment.
- Strong command of business English and arithmetic.
- Familiarity with organizational structure, laws, policies, and procedures of the Authority.

- Ability to independently manage office tasks, including composing professional correspondence.
- Strong planning and supervisory abilities.
- Effective written and verbal communication skills.
- Proficiency in Microsoft Office Suite and general computer applications.
- Professional demeanor with the ability to handle sensitive information with discretion.
- Demonstrated ability to establish productive relationships at all organizational levels.

Minimum Qualifications

A. Associate's Degree in Secretarial Science or a related field from a regionally accredited or New York State registered institution, and three (3) years of clerical experience;

OR

B. High school diploma or high school equivalency and five (5) years of clerical experience;

OR

C. Seven (7) years of clerical experience;

OR

D. An equivalent combination of education and experience as defined by the limits of A, B, and C above.

About Metroplex:

Schenectady County Metroplex Development Authority (Metroplex), located in downtown Schenectady, NY was established in 1998 as a public benefit corporation to oversee a comprehensive, coordinated program of economic development in Schenectady County, New York, with special emphasis on downtown Schenectady. Metroplex has leveraged local dedicated sales tax receipts to create over \$1.2 billion of long-term economic revitalization activity including new jobs, improved infrastructure, better quality-of-life services and attractions within the County. Metroplex oversees two industrial development agencies, a land bank, and a capital resource corporation as a unified economic development agency. Metroplex also owns and operates the downtown Schenectady parking system.

How to Apply:

To apply, send a resume, cover letter, and three references, to David Hogenkamp, Executive Director dhogenkamp@schenectadymetroplex.org

This position is open to all qualified applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, marital status, or status as a veteran.

Salary Range:

The anticipated salary range is \$50,000 to \$60,000 depending on experience and qualifications. Metroplex offers a competitive benefits package including medical/dental/vision insurance, enrollment in New York State retirement system, and paid time off. This is an in-office position.