

CITY OF UTICA

# NOTICE OF VACANCY

**THE CITY OF UTICA**

announces that a vacancy exists in the City of Utica for

## **OFFICE MANAGER**

**Salary:** \$45,107 - \$50,483

**Classification:** CSEA, Competitive Position  
Membership in the NYS Retirement System is Mandatory  
Eligible for Health Insurance and Dental Insurance

**GENERAL STATEMENT OF DUTIES:** Performs the work of the general management of the office as it relates to receptionist, filing record coordinator, and employee time records coordinator; does related work as required.

**DISTINGUISHING FEATURES OF THE CLASS:** This is secretarial and office management which involves supervisory responsibility. The primary purpose of which is to free the time of the department head for planning and policy making and for attention to duties requiring technical knowledge. Work is performed in accordance with policies and objectives outlined by the department head permitting the employee leeway for the exercise of independent judgement in applying policy to specific cases.

**EXAMPLES OF WORK:** (Illustrative only)

Prepares records of employees time;  
Prepares and directs the preparation of, and the filing of all documents;  
Allocates clerical duties to subordinates;  
Utilizes knowledge of systems and procedures;  
Performs secretarial and receptionist duties;  
Records incoming mail and general correspondence;  
Submits periodic oral and written reports;  
Works independently to increase office effectiveness.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:** Thorough knowledge of the principles and practices of office management, including a knowledge of personnel methods and procedures, organization, reporting and communication, and supervisory principles and techniques; thorough knowledge of office terminology, procedures and equipment; thorough knowledge of business arithmetic and English; good knowledge of statistical techniques; ability to train and supervise employees in the office methods and procedures; ability to get along well with subordinates and others, and to secure their cooperation; pleasing personality and appearance; tact and courtesy; dependability; good typing skills.

**MINIMUM QUALIFICATIONS:**

(A) Graduation from business school and one (1) year of supervisory office management experience in a public agency or private business, and graduation from high school; OR  
(B) Four (4) years of office experience at least one (1) of which shall have been in a supervisory capacity; OR  
(C) An equivalent combination of experience and training as defined by the limits of (A) and (B) above.

**Applications:**

Applications/resumes should be submitted to Civil Service, Utica City Hall, 1 Kennedy Plaza, Utica, New York 13502.

*For more information about this position, please call the Department of Public Safety, Bureau of Police at (315) 223-3402.*

*This posting is for filling a position on a provisional basis, a Civil Service Exam will be scheduled in accordance with NYS Civil Service Law.*

Applicants must be residents of the City of Utica.

**THE CITY OF UTICA IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**

It is the policy of the City of Utica to provide for and promote equal opportunity in employment, compensation and other terms and conditions of employment without discrimination because of age, race, creed, color, national origin, gender, sexual orientation, disability, military status, genetic predisposition, carrier status, political affiliation or belief.

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