



Resolution No. 83-2020  
Adoption Date 11/4/2020

No Sufficiency of Funds Required: H. Taylor  
Form and Legality: D. Minchello

### RESOLUTION CREATING THE POSITION OF CONFIDENTIAL ASSISTANT

**WHEREAS**, the Union County Improvement Authority ( the “Authority”) has been duly created by an ordinance of the Board of Chosen Freeholders ( the “Board of Freeholders”) of the County of Union, New Jersey ( the “County”), as public body corporate and politic of the State of New Jersey ( the “State”) pursuant to and in accordance with the County Improvements Authorities Law, constituting Chapter 183 of the Pamphlets Laws of 1960 of the State, as amended and supplemented from time to time ( the “Act”); and

**WHEREAS**, the Board of Commissioners of the Union County Improvement Authority does hereby create the position of Confidential Assistant; and

**WHEREAS**, a copy of the job description for Confidential Assistant is annexed hereto as Appendix A.

**NOW THEREFORE BE IT RESOLVED**, by the Board of Commissioners of the Union County Improvement Authority as follows:

1. The Authority hereby incorporates the above-referenced recitals as contained at length herein; and
2. The Authority hereby authorizes the creation of the position of Confidential Assistant; and
3. The Confidential Assistant shall be hired by the Executive Director and/or Union County Project Manager and serve at his/her pleasure; and
4. This resolution shall supersede Resolution 35-2016, Resolution 25-2016, and all subsequent resolutions pertaining thereto; and
5. This resolution shall take effect immediately.

Commissioner	Motion	Second	Yes/Aye	No-Nay	Abstain	Absent
David Barnett		✓	✓			
Steve Hockaday	✓		✓			
Christopher Kolibas			✓			
Debra Marshall			✓			
Andrea Mojica			✓			
Ahmed Shehata			✓			
Scott Huff, Vice Chairman						✓
Sebastian D’Elia, Chairman			✓			



## **APPENDIX A**

### **CONFIDENTIAL ASSISTANT**

#### **DEFINITION:**

Assists the head of an agency by performing and coordinating administrative support services: does other work as assigned.

**NOTE:** The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

#### **EXAMPLES OF WORK**

Acts as principal assistant on administrative matters.

Reviews inquiries and responds with the necessary technical information and assistance in a prompt manner.

Maintains liaison with other organizational units providing support services such as data processing, accounting, purchasing, printing and personnel.

Participates in data gathering activities and other assignments involving the research and collection of information.

Verifies completeness of information in any of the following: applications, reports, files, returns, claims, proposals, forms, and/or listings, and their accuracy before entry into automated systems and files.

May assist in preparation of requests for appropriate actions, prepare/process related forms, and initiate follow-up action if necessary.

Keeps currently informed of new and revised personnel policy statements, regulations, directives, and other communications published by the Union County Division of Personnel, and develops plans and procedures for implementation of such communications.

Coordinates the collection of data, and preparation of administrative and informative reports on support of program activities, time and attendance records, leaves, terminations, new employees, transfers, fiscal expenditures, and statistical records of performance data.

Investigates administrative problems and makes recommendations for solutions.

Expedites and coordinates services such as maintenance, repairs, supplies, and mail.

Interprets administrative regulations and policies as required within the Agency.

Coordinates office operations including clerical work, internal reporting systems, forms, space, and office equipment; and suggests methods for office improvements.

Advertises and attends public meetings and prepares minutes thereon.

Reviews and/or prepares routine correspondence.

May assist in updating and maintaining the unit's tracking system and/or database.

Prepares statistical or other needed reports.

Supervises the maintenance of records and files.

Will be required to learn to utilize various types of electronic and/or manual recording and computerized information system used by the agency, office, or related units.

## **REQUIREMENTS:**

### **EDUCATION:**

Graduation from an accredited college or university with a Bachelor's degree.

### **EXPERIENCE:**

One (1) year of experience in a business or government agency providing administrative support services and/or coordinating work activities.

**NOTE:** Applicants who do not possess the required education may substitute experience as indicated above on a year for year basis.

### **LICENSE:**

Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

## **KNOWLEDGES AND ABILITIES**

Knowledge of statutory requirements for records retention and access to public records.

Knowledge of the Open Public Meetings Act.

Knowledge of government budget and administrative practice and procedures.

Knowledge of modern office management principles, procedures, techniques, and their adaptation.

Knowledge of survey techniques, statistical, and research methods.

Ability to acquire knowledge of agency organization and programs.

Ability to organize assigned administrative work and develop appropriate work methods.

Ability to prepare statistical, financial, and other reports.

Ability to analyze problems and data and take or recommend action.

Ability to plan and supervise administrative control systems.

Ability to speak and write effectively and to analyze, edit, review, and interpret complex technical material.

Ability to maintain cooperative working relationships within the agency and with outside departments and agencies.

Ability to maintain records and files.

Ability to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, or communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job with or without reasonable accommodation. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

