Executive Secretary

A responsible administrative position providing clerical and administrative support to the Commissioner and assisting with the coordination of day-to-day departmental activities.

Onondaga County Department of WATER ENVIRONMENT PROTECTION
ONONDAGA.GOV / WEP / CAREERS

The Department of Water Environment Protection (WEP) delivers wastewater treatment services that protect public health and local waterways across Onondaga County, supported by a skilled and dedicated workforce.

WHY YOU?

This role is well suited for individuals who are organized, detail-oriented, and comfortable managing a variety of administrative responsibilities while working directly with department leadership. As Executive Secretary, you will provide administrative support to the Commissioner, requiring professionalism, sound judgment, and the ability to manage multiple priorities. This position offers the opportunity to use strong organizational and communication skills while coordinating schedules and meetings, preparing correspondence and documents, maintaining records, processing administrative and purchasing paperwork, and interacting with staff, vendors, other government offices, and the public.

WHAT EXACTLY DOES AN EXECUTIVE SECRETARY DO?

The Executive Secretary provides administrative and clerical assistance to the Commissioner and other staff members as directed. The position also interacts with co-workers, vendors, department heads, local and County government employees and legislators, residents, and the general public. Duties include:

- Maintaining the Commissioner's calendar, including scheduling appointments.
- Schedule meetings for department staff and maintain conference room schedules.
- Preparing and editing correspondence, communications, presentations, and other documents.
- Answering and screening phone calls, referring callers to appropriate personnel or taking messages.
- Organizing and maintaining confidential files and records.
- Coordinating and managing special projects as assigned by the Commissioner.
- Acting as a liaison with internal and external stakeholders on behalf of the Commissioner.

This list is not exhaustive. Additional duties are outlined in the official job description.

PREFERRED MINIMUM QUALIFICATIONS

- Proficiency in Microsoft Office Suite.
- Strong attention to detail.
- Solid organizational and time-management skills.
- Effective written and verbal communication skills.
- Ability to handle sensitive information and discretion and maintain confidentiality.

ANNUAL SALARY

$48,862 - $64,774

CIVIL SERVICE GRADE

MC / 26

POSITION TYPE

Permanent

Full Time
35 hours/week

WEP DIVISION

Administration

BENEFITS

- Paid Sick, Personal, and Vacation Leave
- 13 Paid Holidays
- Health, Dental, and Vision Insurance
- NYS Retirement Benefits and Retiree Healthcare
- Flex Spending
- Work - Life Balance
- Professional Development Opportunities

HOW TO APPLY

Access the job posting and application by scanning the QR code or visiting **Onondaga.gov/WEP/careers**. Email the completed application and resume to WEPRecruiting@onondaga.gov to apply.

Onondaga County is an Affirmative Action (AA) employer committed to Equal Employment Opportunities (EEO) for all persons.