

The City of Batavia is interviewing for an Administrative Assistant to assist the Director of Public Works with budget preparation, capital projects, project cost and budget monitoring, grant reimbursement, research and implementation of new programs. Ability to supervise staff, thorough knowledge of accounting, cost control, computer software applications and organizational skills required. Public works, water or sewer project management helpful, but not required. This is a provisional appointment contingent upon successful scoring on a Civil Service exam. Civil Service qualifications for examination; graduation from an accredited four year college with a Bachelor's degree in Accounting, Business Administration or Public Administration and 1 yr. experience working in office management, accounting, or business administration; or 5 yrs. experience in Office Management, Accounting or Business Administration; or combination of training and experience equivalent to above. Send resume/salary requirement to City of Batavia, One Batavia City Centre, Batavia, NY 14020 Attn: Human Resource Department. Background check and drug testing required. Candidate must reside in Genesee County within 6 months of appointment. EEO