

**Battery Park City Authority  
POSITION DESCRIPTION**

**POSITION TITLE: Executive Assistant to the General Counsel/  
Contract Administration Manager**

**DEPARTMENT: Legal**

**GENERAL DESCRIPTION OF DUTIES**

Under general supervision, provides administrative support to the General Counsel with daily assignments and helps to ensure the efficient administration of the Legal Department.

**ESSENTIAL FUNCTIONS**

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this position. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Maintain calendar for General Counsel; schedule and coordinate meetings, conference calls, appointments and travel arrangements.
- Review and follow-up on invoice issues, including corresponding with, among others, law firms and/or consultants and other departments.
- Type, edit, and proofread legal documents, presentations, reports, etc.
- Answer, screen, and transfer phone calls.
- Respond to questions and provide and receive information concerning matters related to Legal Department.
- Communicate with senior staff, government and local officials, vendors, contractors, consultants and private sector professionals as required.
- Ensure security and confidentiality of legal documents and information.
- Compose correspondence, memos, and reports for signatures.
- Oversee leave request process.
- Take initiative to facilitate office efficiency.
- Assist with closings.
- Maintain paper and electronic files and other records maintenance.
- Prepare for monthly meetings of the Board of Directors of the Battery Park City Authority, including but not limited to finalizing all Board materials for distribution to the Board Members, arranging for webcasting of board meetings, and maintaining current and historical corporate information, including Board minutes, resolutions, and materials,

Under the direction of the General Counsel, the person holding this position shall also perform the following Contract Administration duties:

- Ensure efficient tracking and transfer of contract files into and out of the Legal Department, including distribution of completed contracts to vendors.
- Assign Requests for Proposals, contracts, and related documents to attorneys for drafting and review.
- Liaise with other departments as necessary.
- Track contracts, amendments, and RFP requests for the Legal Department.

### **MINIMUM TRAINING AND EXPERIENCE**

- High school diploma or GED, supplemented by college level course work or vocational training in administrative support, supplemented by a minimum of two (2) years secretarial experience in a legal setting; or an equivalent combination of education, training, and experience.
- Proficiency using the following computer software programs: MS Outlook, MS Word, MS Excel and MS Powerpoint and ability to learn new software and operating systems.
- Strong word processing skills including ability to develop complex spreadsheets and format documents

**Please submit resume to: [HR@bpca.ny.gov](mailto:HR@bpca.ny.gov)**

**Battery Park City Authority is an Equal Opportunity Employer.**

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