

**CENTRAL NEW YORK REGIONAL MARKET AUTHORITY
NOMINATING & PERSONNEL COMMITTEE MEETING
Wednesday, June 29th, 2022
2:00 P.M.**

ORDER OF BUSINESS

- I. APPROVAL OF AGENDA**

- II. REVIEW OF ORGANIZATIONAL CHART**

- III. REVIEW OF JOB DESCRIPTIONS**

- IV. REVIEW OF 2022-23 RATES OF PAY**

- V. COMMITTEE DISCUSSION**

- VI. NEXT MEETING**

- VII. ADJOURNMENT**

“The mission of the Authority is to provide facilities, programs, and services to promote opportunities for agriculture and commerce in Central New York.”



2022-23 Organizational Chart

 **Amanda Vitale**
Executive Director

 **Gregory Frigon**
Facilities Manager

 **Heidi Poole**
Executive Assistant

 **Rachael Ristau**
Market Manager

 **Timothy Boulerice**
Maintenance 1

 **Frank Recore**
Security

 **Alma Abadzic**
Accounts Manager

 **Patrick Willis**
Maintenance 2

 **George Matos**
Security

 **Sydney Catal**
First Assistant to the
Market Manager

 **Jermaine Sterling**
Maintenance 3

 **Timothy Himes**
PT Security

 **Taylor Deats**
Second Assistant to the
Market Manager

 **VACANT**
Maintenance 4

 **Steve Ali**
PT Administrative Assistant

 **John Baily**
Cleaner PT

 **Barbara Capotto**
PT Receptionist



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PT Administrative Assistant

 **John Baily**
Cleaner PT

 **Barbara Capotto**
PT Receptionist

Job Description

Job Title:	Executive Director	Prepared by:	CNYRMA Board of Directors
Department:	Administration	Approved by:	CNYRMA Board of Directors
Reports To:	CNYRMA Board of Directors	Date:	March 2014
FLSA Status:	Exempt		

Basic Function

Responsible for the management and oversight of the Central New York Regional Market Authority, its programs and activities.

Major Responsibilities

1. Responsible for determining the appropriate organizational structure and staffing requirements, defining the key responsibilities of all employees and setting performance standards.
2. Responsible for hiring, supervising, terminating, disciplining, promoting employees, and adjusting wages within guidelines approved by the Board.
3. Supervises the preparation of budget and management reports relative to the fiscal condition of the Authority.
4. Authorizes and oversees special events held at the Authority.
5. Plans, recommends and administers all capital improvements and major equipment purchases; responsible for seeking special funding whenever available.
6. Meets with the Board of Directors to present operating data, fiscal information and project status.
7. Works with the Board to develop both short and long term strategic plans and then implements those plans.
8. Prepares and submits reports to the Board of Directors, recommends policy and procedure to the Board of Directors.
9. Represents the Authority with State, Federal and Local representatives, economic development authorities and other members of the community.
10. Communicates with Commercial tenants including the negotiation and administration of Commercial Lease Agreements.
11. Oversees reconciliations of bank accounts on a monthly basis.
12. Responsible for the advertising and promotions and special events staff committee.
13. Records and prepares minutes of Board and Committee meetings.
14. Conduct employee evaluations annually or more frequently, as needed.
15. Implements policies, directives and resolutions established and/or adopted by the Board of Directors.
16. Responsible for ensuring the overall security of the Regional Market and the Authority's properties.
17. Performs such other duties consistent with the position of Executive Director, assigned from time-to-time by the Board of Directors.

Supervisory Responsibilities

1. Develop and maintain an effective staff through the selection, training, supervision, compensation, motivation, termination and review of employees.
2. Delegate duties to staff, as well as supervise and provide instruction as needed.
3. Provide guidance and direction to staff to assist in their professional development to include facilitating cross training employees.

Skills

Oral Communication Skills
Planning
Customer Relations
Time Management
Diplomacy
Computer Literacy
Accounting Systems
Capital Justifications
General Ledger
Knowledge of Infrastructure

Reading Skills Professionalism
Written Communication Skills
Accrual Accounting
Interpersonal Skills
Organization
Problem Solving
Bank Reconciliation
Fixed Assets
Project Management

Education/Training

Degree: Bachelors Degree or Equivalent Experience

Job Description

Job Title:	Market Facilities Manager	Prepared by:	Amanda Vitale
Department:	Maintenance	For:	CNYRMA Board of Directors
Reports To:	Executive Director	Date Prepared:	May 5th, 2021
FLSA Status:	Non-Exempt	Hours:	40 hours a week
Starting Pay:			

Basic Function

Responsible for maintaining the maintenance and security of the Authority's facilities and grounds.

Responsibilities

1. Maintain inventory of equipment and supplies necessary to perform duties of Maintenance staff.
2. Perform various maintenance tasks in coordination with the maintenance staff in an efficient, timely, and safe manner.
3. Operate and maintain equipment and tools for work to be performed.
4. Resolve problems and discrepancies with jobs and/or interact with the Market Manager to resolve tenant issues.
5. Recommend facility repairs and improvements to the Executive Director, along with contacting outside vendors to obtain estimates for repairs and/or improvements that exceed skills or manpower available within the Authority.
6. Oversee the scheduling, performance, and communication of security staff, and works in coordination with deputies and the security supervisor to coordinate coverage and resolve any issues that may arise.
7. Maintain work area in a neat, clean and sanitary manner.
8. Adhere to all Authority policies and procedures paying special attention to health and safety procedures.
9. Coordinates with the Market Manager to maintain all MSDS files.
10. Obtains the knowledge and records of the Authority's facilities as related to electrical, gas, water, sewer, and all other utilities.
11. Maintain an understanding of all Authority's systems to include but not limited to: HVAC, fire alarms, lighting and air quality (to name a few).
12. Work with the Market Manager to have an understanding of the retail market, so as to be a back-up that position in the absence of the Market Manager.
13. Perform such other related duties as may be assigned from time-to-time by the Executive Director.

Skills

Oral Communication Skills	Lifting up to 100 pounds
Written Communication Skills	Physical Dexterity
Reading Skills	Time Management
Ability to stand for extended periods of time	Ability to reach, bend, stoop, kneel and climb ladders

Education/Training

Degree: High School Diploma or Equivalent and NY State Drivers License required.

Experience

Prior maintenance experience helpful.

Job Description

Job Title:	Maintenance Worker I, II	Prepared by:	Amanda Vitale
Department:	Maintenance	For:	CNYRMA Board of Directors
Reports To:	Market Facilities Manager	Date Prepared:	May 5th, 2021
FLSA Status:	Non-Exempt	Hours:	40 hours a week
Starting Pay:			

Basic Function

Responsible for the cleanliness and maintenance of the facilities including building, grounds and fixtures.

Responsibilities

1. Maintain inventory of equipment and supplies necessary to perform duties of Maintenance staff.
2. Perform various maintenance work and/or repairs in an efficient, timely and coordinated manner.
3. Operate and maintain equipment and tools for work to be performed.
4. Resolve problems and discrepancies with jobs and/or interact with management and tenants to resolve issues.
5. Recommend facility repairs and improvements to the Market Manager, along with contacting outside vendors to obtain estimates for repairs and/or improvements that exceed skills or manpower available within the Authority.
6. Maintain work area in a neat, clean and sanitary manner.
7. Responsible for the return of tools, equipment and unused maintenance supplies to their proper location at the end of each day.
8. Adhere to all Authority policies and procedures paying special attention to health and safety procedures.
9. Perform such other related duties as maybe assigned from time-to-time by management.
10. Maintain buildings and grounds to insure a neat and clean presentation and sanitary environment.
11. Performs various cleaning and maintenance activities to include sweeping, mopping, washing surfaces and vacuum carpeted areas in the buildings.
12. Clean rest rooms including toilets, sinks, floors and walls and restocking rest room supplies as needed.
13. Clean snow and debris from outside areas as needed with equipment approved for your use.
14. Complete lawn care duties with equipment approved for your use.
15. Remove trash and dispose of it in designated areas.
16. Complete minor and routine painting, plumbing, carpentry and other related maintenance activities using hand tools.
17. Maintain tools and equipment in a clean, orderly and safe manner.
18. Adhere to all Authority policies and procedures giving special attention to health and safety issues.
19. Perform such other related duties as may be assigned from time-to-time by the Executive Director or Market Manager.

Skills

Oral Communication Skills	Lifting up to 100 pounds
Written Communication Skills	Physical Dexterity
Reading Skills	Time Management
Ability to stand for extended periods of time	Ability to reach, bend, stoop, kneel and climb ladders

Education/Training

Degree: High School Diploma or Equivalent and NY State Drivers License required.

Experience

Prior maintenance experience helpful.

Job Description

Job Title: Maintenance III, IV
Department: Maintenance
Reports To: Market Facilities Manager
FLSA Status: Non-Exempt
Starting Pay:

Prepared by: Amanda Vitale
For: CNYRMA Board of Directors
Date Prepared: May 5th, 2021
Hours: 30-40 hours a week

Basic Function

Responsible for the cleanliness and maintenance of the facilities including building, grounds and fixtures.

Responsibilities

1. Maintain buildings and grounds to insure a neat and clean presentation and sanitary environment.
2. Performs various cleaning and maintenance activities to include sweeping, mopping, washing surfaces and vacuum carpeted areas in the buildings.
3. Clean rest rooms including toilets, sinks, floors and walls and restocking rest room supplies as needed.
4. Clean snow and debris from outside areas as needed with equipment approved for your use.
5. Complete lawn care duties with equipment approved for your use.
6. Remove trash and dispose of it in designated areas.
7. Complete minor and routine painting, plumbing, carpentry and other related maintenance activities using hand tools.
8. Maintain tools and equipment in a clean, orderly and safe manner.
9. Adhere to all Authority policies and procedures giving special attention to health and safety issues.
10. Perform such other related duties as may be assigned from time-to-time by the Executive Director or Market Manager.

Skills

Oral Communication Skills
Written Communication Skills
Reading Skills
Ability to stand for extended periods of time
Ability to reach, bend, stoop, kneel and climb ladders

Lifting up to 100 pounds
Physical Dexterity
Time Management

Education/Training

Degree: High School Diploma or Equivalent helpful
NY State Drivers License helpful

Experience: Prior maintenance experience helpful.

Job Description

Job Title: Maintenance III, IV
Department: Maintenance
Reports To: Market Facilities Manager
FLSA Status: Non-Exempt
Starting Pay:

Prepared by: Amanda Vitale
For: CNYRMA Board of Directors
Date Prepared: May 5th, 2021
Hours: 30-40 hours a week

Basic Function

Responsible for the cleanliness and maintenance of the facilities including building, grounds and fixtures.

Responsibilities

1. Maintain buildings and grounds to insure a neat and clean presentation and sanitary environment.
2. Performs various cleaning and maintenance activities to include sweeping, mopping, washing surfaces and vacuum carpeted areas in the buildings.
3. Clean rest rooms including toilets, sinks, floors and walls and restocking rest room supplies as needed.
4. Clean snow and debris from outside areas as needed with equipment approved for your use.
5. Complete lawn care duties with equipment approved for your use.
6. Remove trash and dispose of it in designated areas.
7. Complete minor and routine painting, plumbing, carpentry and other related maintenance activities using hand tools.
8. Maintain tools and equipment in a clean, orderly and safe manner.
9. Adhere to all Authority policies and procedures giving special attention to health and safety issues.
10. Perform such other related duties as may be assigned from time-to-time by the Executive Director or Market Manager.

Skills

Oral Communication Skills
Written Communication Skills
Reading Skills
Ability to stand for extended periods of time
Ability to reach, bend, stoop, kneel and climb ladders

Lifting up to 100 pounds
Physical Dexterity
Time Management

Education/Training

Degree: High School Diploma or Equivalent helpful
NY State Drivers License helpful

Experience: Prior maintenance experience helpful.

Job Description

Job Title:	Security Guard	Prepared by:	Amanda Vitale
Department:	Administration	For:	CNYRMA Board of Directors
Reports To:	Market Facilities Manager	Date Prepared:	May 5th, 2021
FLSA Status:	Non-Exempt	Hours:	16-40 hrs. a week
Starting Pay:			

Basic Function

To be responsible for overseeing the security of the Authority's grounds, for overseeing the schedule of the Authority's security guards, and for reporting issues and scheduling gaps to the Market Facilities Manager.

Responsibilities

1. Observe and report any safety and security issues to the Facilities Manager and/or to the Executive Director or local authorities when necessary.
2. Maintain knowledge of up to date post orders, and review them regularly.
3. Follow and uphold the post orders in daily shifts.
4. Recommend changes to post orders to the Security Supervisor when appropriate.
5. Maintain knowledge of the up to date record of delivery licenses, unpaid delivery fees, and companies who cannot deliver.
6. Facilitate the collection of truck delivery fees and unpaid delivery fees.
7. Turn away or alert management of any disqualified companies that try to deliver.
8. Perform such other related duties as may be assigned from time-to-time by the Market Facilities Manager or Security Supervisor.

Skills

Oral Communication Skills	Problem Solving
Interpersonal Skills	Planning
Computer Literacy	Professionalism

Education/Training

Degree: High School Diploma of Equivalent

Experience: Prior experience in security necessary.

Job Description

Job Title:	Market Manager	Prepared by:	Amanda Vitale
Department:	Administration	For:	CNYRMA Board of Directors
Reports To:	Executive Director	Date Prepared:	May 5th, 2021
FLSA Status:	Non-Exempt	Hours:	40 hrs. a week
Starting Pay:			

Basic Function

Responsible for the day to day operations of the Market.

Responsibilities

1. Directs the operation and functions of the Wholesale and Retail Markets.
2. Responsible for the assignment and licensing of stalls on the retail market.
3. Works with tenants and/or customers to resolve day-to-day issues and complaints.
4. Responsible for the enforcement of the Rules and Regulations of the Authority.
5. Oversees setup, breakdown and cleanup of the Markets.
6. Participates in the planning and operations of special events.
7. Responsible for working with and maintaining FMNP records, conducting farm inspections, and maintaining the integrity of the program at the CNYRMA.
8. Responsible for conducting food shed inspections.
9. Responsible for overseeing the maintenance of the CNYRMA website and social media accounts.
10. Prepare and maintain organized files on the computer of vendors, vendor files, vendor letters, memos, warnings, reports, and other necessary documents, all while maintaining confidentiality.
11. Prepare or oversee the maintenance of a detailed calendar of monthly events.
12. Oversee the day to day functions of the administrative office.
13. Coordinate with the Facilities Manager and Security Supervisor when necessary.
14. Assist and back-up other personnel in their duties to include the Facilities Manager and Security Supervisor when necessary.
15. Recommends to the Executive Director, changes in and to existing procedures, policies, rules and regulations of the Authority including a post-season evaluation report.
16. Perform such other related duties as may be assigned from time-to-time by the Executive Director.

Supervisory Responsibilities

1. Delegate duties to staff, as well as supervise and provide instruction as needed.
2. Provide guidance and direction to staff to assist in their professional development to include facilitating cross training employees.

Skills

Oral Communication Skills	Reading Skills Professionalism
Planning	Written Communication Skills
Customer Relations	Math Aptitude
Time Management	Interpersonal Skills
Diplomacy	Organization
Computer Literacy	Problem Solving
Ability to stand and walk for extended periods of time	

Education/Training

Degree: High School Diploma or Equivalent

Experience

Prior experience with Farmers' Markets is helpful. Prior experience with accounts payable is helpful.

Job Description

Job Title: Accounts Manager
Department: Administration
Reports To: Market Manager
FLSA Status: Non-Exempt
Starting Pay:

Prepared by: Amanda Vitale
For: CNYRMA Board of Directors
Date Prepared: May 5th, 2021
Hours: 40 hours a week

Basic Function

Responsible for providing oversight of the general accounting services to the Authority, along with personally being responsible for accounts receivable and employee payroll and benefits.

Responsibilities

1. Maintain accounting systems for the Authority by maintaining records of accounts and related materials, as well as day to day financial matters.
2. Develop and provide training necessary to office personnel for using these accounting systems.
3. Prepare various journal entries to maintain the Authority's records of accounts.
4. Coordinate with financial institutions along with reconciling all bank accounts and petty cash on a monthly basis.
5. Prepare all financial reports and statements as required by the Authority to comply with reporting requirements on computer.
6. Prepare and be responsible for accounts receivable, invoices, and statements to include utility charges.
7. Perform year-end closing and balancing procedures.
8. Perform and/or oversee all daily and monthly duties related to cash balance, general ledger, and monthly closing.
9. Assist and back-up other office personnel in their duties to include the Market Manager position for Wholesale and Retail Markets.
10. Assist in seeking special funding whenever available.
11. Perform such other related duties as may be assigned from time-to-time by the Market Manager or Executive Director.

Skills

Oral Communication Skills
Accrual Accounting
Problem Solving
Interpersonal Skills
Computer Literacy
Bank Reconciliations

Budget Analysis
Written Communication Skills
Accounting Systems
Planning
General Ledger
Capital Justifications

Job Description

Job Title: 1st Assistant to the Market Manager Prepared by: Amanda Vitale
Department: Administration For: CNYRMA Board of Directors
Reports To: Market Manager Date Prepared: May 5th, 2021
FLSA Status: Non-Exempt Hours: 40 hrs. a week
Starting Pay:

Basic Function

To provide administrative and organizational support for the Authority's Administrative offices and for the Authority's Market Manager. And act as lead on social media, web presence, and promotions.

Responsibilities

1. Coordinates with the Market Manager in reviewing executed license for the Authority's retail market.
2. Coordinates with the Market Manager and Accounts Manager for the review of executed licenses as posted to financial accounts.
3. Coordinates with the Market Manger on the stall assignments, payments, and status of vendors on the Flea Market.
4. Assists in the maintenance of the Authority's electronic filing system, and the electronic communication for the Authority, as well as preparing and proofreading memos, reports and correspondence while maintaining confidentiality when required.
5. Responsible to minting and delegating the creation of social media calendar, content creation, editing, and execution of all social media campaigns and posts.
6. Oversees creation, posting, and distribution of monthly and weekly newsletters.
7. Maintain statistical analysis of social media performance, as well as vendor and customer feedback.
8. Oversight of all other promotions and media, in coordination with the Market Manager.
9. Assist the Market Manager in working with tenants and/or customers to resolve day-to-day issues and complaints.
10. Assist the Market Manager in the enforcement of the Rules and Regulations of the Authority.
11. Assists the Market Manager with telephone and email correspondence and follow up when necessary.
12. Process and record EBT/Debit/Credit transactions.
13. Maintain and balance cash income and balance sheets in the administrative office for the Authority.
14. Responsible to be able to back up the tasks of the Market Manager in his/her absence.
15. Performs such other related duties as may be assigned from time to time by the Market Manager.

Skills

Oral Communication Skills
Written Communication Skills
Reading Skills
Time Management
Organization
Math Skills
Professionalism

Planning
Customer Relations
Diplomacy
Math Aptitude
Problem Solving Skills
Ability to stand and walk for long stretches
Computer Skills

Education/Training

Degree: High School Diploma or Equivalent

Experience

Experience handling cash, bondable.

Job Description

Job Title: 2nd Assistant to the Market Manager Prepared by: Amanda Vitale
Department: Administration For: CNYRMA Board of Directors
Reports To: Market Manager Date Prepared: May 5th, 2021
FLSA Status: Non-Exempt Hours: 40 hrs. a week
Starting Pay:

Basic Function

To provide administrative and organizational support for the Authority's Administrative offices and for the Authority's Market Manager.

Responsibilities

1. Coordinates with the Market Manager for the preparation, placement, and signing of all licenses on the Retail Market.
2. Oversees all vendor onboarding in coordination with the Market Manager.
3. Oversees and maintains the Authority's files, including but not limited to: permits, licenses, insurance, Tax I.Ds, and FMNP applications, along with preparing all required reports.
4. Maintains the Authority's electronic filing system, and the electronic communication for the Authority.
5. Compose, prepare and proofread correspondence, office memos and reports on computer and maintain confidentiality when required.
6. Assist the Market Manager in working with tenants and/or customers to resolve day-to-day issues and complaints.
7. Assists the Market Manager in the enforcement of the Rules and Regulations of the Authority.
8. Process and record EBT/Debit/Credit transactions.
9. Maintain and balance cash income and balance sheets in the administrative office for the Authority.
10. Coordinates with the Market Manager on stall assignments, payments, and status of vendors.
11. Coordinates with and assists the Market Manager with social media presence and engagement.
12. Completes monthly newsletters and email blasts that keep vendors and customers informed.
13. Assist and back-up other office personnel in their duties to include the Market Manager position for Wholesale and Retail Markets.
14. Assist in organizing, advertising, and promoting special events.
15. Assist in seeking special funding whenever available.
16. Perform such other related duties as may be assigned from time-to-time by the Market Manager.
17. Assist the Market Manager in the maintenance of the CNYRMA Website
18. Prepare and maintain an organized file on the computer of vendor letters, memos and/or written warnings maintaining confidentiality.
19. Assist the Market Manager with day to day operations and with booking and arranging events.
20. Prepare Maintain or oversee the maintenance of a detailed monthly calendar of events.

Skills

Oral Communication Skills	Budget Analysis
Accrual Accounting	Written Communication Skills
Problem Solving	Accounting Systems
Interpersonal Skills	Planning
Computer Literacy	General Ledger
Bank Reconciliations	Capital Justifications
Fixed Assets	Professionalism
Peachtree Accounting	Microsoft Word
Microsoft Excel	Microsoft PowerPoint

Education/Training

Degree: Associates Degree

Experience: Prior experience in business and accounting.

Job Description

Job Title:	Administrative Assistant/Receptionist	Prepared by:	Amanda Vitale
Department:	Administration	For:	CNYRMA Board of Directors
Reports To:	Market Manager	Date Prepared:	May 5th, 2021
FLSA Status:	Non-Exempt	Hours:	15-25 hours a week
Starting Pay:			

Basic Function

To perform secretarial duties and to provide administrative and organizational support for the Authority's Administrative office.

Responsibilities

1. Answer multi-line telephone system, take accurate messages and screen and direct telephone calls for management in a professional manner.
2. Maintain files in an organized and accessible manner to include updating information, purging files on a regular basis and creating new filing systems as needed.
3. Provide administrative support for special projects to include research, compiling data and preparation of summary reports based on results.
4. Operate standard office equipment efficiently to include: multi-line telephone, computer with printer, photocopy machine, facsimile machine, and calculator.
5. Prepare tax and insurance reports as required with supervision.
6. Maintain knowledge in accounts receivable and accounts payable to be able to be the backup for those duties.
7. Perform such other related duties as may be assigned time-to-time by management.

Skills

Interpersonal Skills	Oral Communication Skills
Written Communication Skills	Organization
Filing	Reading Skills
Customer Relations	Professionalism
Keyboard Skills	Math Aptitude
Planning	Time Management
Computer with Microsoft Word	

Education/Training

Degree: High School Diploma or Equivalent

Experience Prior secretarial experience required.

Job Description

Job Title:	Executive Assistant	Prepared by:	Amanda Vitale
Department:	Administration	For:	CNYRMA Board of Directors
Reports To:	Executive Director	Date Prepared:	May 5th, 2021
FLSA Status:	Non-Exempt	Hours:	40 hrs. a week
Starting Pay:			

Basic Function

To provide administrative support and assistance to the Executive Director.

Responsibilities

1. Provide administrative assistance to the Executive Director, such as writing and editing emails and proofreading correspondence and documents.
2. Assists the Executive Director in the production and editing of leases for the Authority.
3. Maintains correspondence with members of the Board of Directors, including organizing and arranging meetings, contacting Board Members with important information, and making arrangements for meetings.
4. Attends Board Meetings to take notes and complete minutes of each meeting.
5. Maintains appropriate records in a neat and organized manner for the Board of Directors while maintaining confidentiality.
6. Coordinates travel arrangements for management or for members of the Board of Directors when necessary.
7. Process and record EBT/Debit/Credit transactions.
8. Maintain and balance cash income and balance sheets in the administrative office for the Authority.
9. Assist in managing correspondence for the Executive Director including the ability to take accurate messages, direct telephone communication, and respond to all communication in a professional manner.
10. Assist and back-up other office personnel in their duties.
11. Maintain employee records and assist employees in acquiring employee benefits while maintaining confidentiality.
12. Assist in advertising, promotions and special events.
13. Assist in seeking special funding whenever available.
14. Perform such other related duties as may be assigned from time-to-time by the Executive Director.
15. Assist in the maintenance of and presence on the Authority's Social Media platforms.
16. Prepare and maintain an organized file on the computer of letters, memos and/or written correspondence for the Executive Director while maintaining confidentiality.
17. Assist the Executive Director with day to day operations and correspondence.
18. Prepare Maintain or oversee the maintenance of a detailed monthly calendar for the Executive Director.

Skills

Oral Communication Skills	Budget Analysis
Accrual Accounting	Written Communication Skills
Problem Solving	Accounting Systems
Interpersonal Skills	Planning
Computer Literacy	General Ledger
Bank Reconciliations	Capital Justifications
Fixed Assets	Professionalism
Peachtree Accounting	Microsoft Word
Microsoft Excel	Microsoft PowerPoint

Education/Training

Degree: Associates Degree

Experience: Prior experience in business and communication helpful.

2021-22 CNYRMA Employee Current Rates and Proposed Increases for 2022-23

Employee	Position	Current Rate	2022-23 July Increase	Years of Service
Amanda Vitale	Executive Director	91,125		8
Ben Vitale	Advisor/ Special Project Coordinator	70,000	*To retire in October of November*	25
Rachael Ristau	Market Manager	30	31.50	2
Alma Abadzic	Accounts Manager	26	27.50	7
Sydney Catal	First Assistant to the Market Manager	22	23	2
Taylor Deats	Second Assistant to the Market Manager	22	23	<1
Heidi Poole	Executive Assistant	20	23	<1
Barbara Cappotto	PT Administrative Assistant	22	23	23
Steve Ali	PT Administrative Assistant	20	21	1
Greg Frigon	Facilities Manager	36	37.5	8
Frank Recore	Security Guard	25	26	32
George Matos	Security Guard	19.50	20.50	4 (with 10+ w/ prior security company here)
Tim Himes	PT Security	27	28	3 (with close to 20 years as 1099 security)
Timothy Boulrice	Maintenance 1	23	24	3
Patrick Willis	Maintenance 2	22	24	<1
VACANT	Maintenance 3	19.50	17.50	N/A
Jermaine Sterling	Maintenance 4	17	17.50	<1
John Bailey	PT Cleaner	17	17.50	4