

New York State Department of Civil Service
DIVISION OF CLASSIFICATION & COMPENSATION

Classification & Salary Guidelines

Occ. Code 3010310

Executive Facilities Assistant, NS Grade 14

3010310

Brief Description of Class

Executive Facilities Assistants perform a variety of duties involved in the operation and maintenance of the Executive Residence and related facilities.

Distinguishing Characteristics

Executive Facilities Assistant

Executive Facilities Assistants assist in the operation of banquets and receptions, clean and maintain the Executive Residence interior, and provide food and beverage service to residents and guests. Incumbents supervise staff in the performance of housekeeping, banquet, kitchen, and maintenance roles.

Illustrative Duties

Executive Facilities Assistant

- Supervise lower-level staff assigned to the Executive Residence who perform executive level functions and to maintain order and cleanliness of the Residence.
- Prepare for small, medium, or large-scale executive level functions, banquets, and receptions.
- Provide food and beverage services.
- Maintain orderly storage, care and inventory of china, linens, and silverware, and ensure they are properly maintained.
- Assist in the maintenance and cleanliness of kitchen, dining, bedroom, bathroom, and pantry areas, and maintain order within the facility.

Minimum Qualifications

Four years of specialized experience.

*Substitutions: bachelor's degree, or associate's degree and two years of specialized experience, may substitute for four years of specialized experience.

Note: Classification & Salary Guidelines illustrate the nature and scope of duties and responsibilities of the exempt classes they describe, and the recommended salary ranges for such classes. These guidelines cannot and do not include all the work that might be appropriately performed by a class. The minimum qualifications above are those recommended for appointment at the time the guidelines were written.

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