



# memo:

**\*\* PLEASE POST \*\***

TO: All PEF Offices  
FROM: Human Resources  
DATE: April 17, 2026  
RE: Management/Confidential Vacancy

In accordance with Article 23(A) of the PEF/USW Agreement, please be advised that the following vacancy may be applied for in writing:

Position: Executive Assistant to the Vice President's, Chief of Staff and Executive Director  
Location: PEF Headquarters (Albany, NY)  
Category: 5 (MC)  
Salary: \$63,276.00 – Hiring Rate (minimum)  
\$81,277.00 – Step 5 (maximum)  
*PEF retains the right to increase the starting salary based on experience.*

Interested members of staff are invited to submit their resume to:

Office of Human Resources  
Public Employees Federation  
1168-70 Troy-Schenectady Road  
PO Box 12414  
Albany, NY 12212-2414  
or by e-mail to [HR@PEF.org](mailto:HR@PEF.org)

Qualifications and job description are attached. Services for this position are required immediately.

cc: Statewide Officers  
Regional Coordinators  
Trustees  
USW 9265 President

**NYS PUBLIC EMPLOYEES FEDERATION**

**POSITION DESCRIPTION**

**Position Title:** Executive Assistant to the Vice President's, Chief of Staff and Executive Director

**Department:** Executive Office

**Position Summary:** Performs confidential administrative work of a complex nature for three Vice President's, Chief of Staff and Executive Director.

**Qualifications:** Minimum of three years' experience as an Executive/Administrative Assistant; graduate of business or college preferred; knowledge of general office practices and procedures with excellent organizational skills; ability to communicate effectively with staff, membership, and elected officials; working knowledge of computer applications and the ability to learn new programs.

**Key Functions:**

- \* 1. Perform confidential administrative work for the assigned principals, including managing correspondence, answering phone calls and responding to inquiries.
- \* 2. Manage complex calendars for assigned principals.
- \* 3. Respond to routine inquiries both written and verbal.
- \* 4. Coordinate travel arrangements with Special Events Department including itineraries and logistics.
- \* 5. Assist with scheduling and organizing meetings across multiple leaders and departments. Assemble agendas and prepare/distribute official notices, meeting materials and documentation.
- \* 6. Provide accurate and detailed minutes at Regional Coordinator "Huddle" meetings, prepare and distribute finalized minutes/action items.
- \* 7. Handle questions from PEF members, in coordination with internal departments, by obtaining and transmitting information and acting as a buffer for complaints.
- \* 8. Ensure timely follow-up on executive action items.
- 9. Work cooperatively with other personnel to provide Executive Office administrative coverage.
- 10. Other related duties as assigned.
- \* 11. Consistent and reliable attendance.

*\* Identifies essential function/fundamental job duty.*