

DEPUTY TOWN SUPERVISOR - VARIOUS TOWNS Tompkins County

Department: Various Agencies Throughout Tompkins County

Classification: Exempt for Towns of Caroline, Danby, Enfield, Ithaca, Newfield and Ulyssess. Competitive pending jurisdictional classification for all others.

Labor Grade: Not Applicable

Revised: 08/04; 02/16

By: AF, Commissioner of Personnel

SUGGESTED MINIMUM QUALIFICATIONS:

(a) An elector of the Town **AND** graduation from a regionally accredited or New York State registered four-year college with a Bachelors degree in public or business administration or related field **and** at least two (2) years of full time paid (or the equivalent part-time and or volunteer) experience in public or business administration, one year of which must have been in a supervisory capacity; **OR**

(b) An elector of the Town **AND** graduation from a regionally accredited or New York State registered two-year college with an Associates degree in public or business administration or related field **and** at least four (4) years of full time paid (or the equivalent part-time and or volunteer) experience in public or business administration, two years of which must have been in a supervisory capacity; **OR**

(c) An elector of the Town **AND** graduation from High School or a High School equivalency diploma **with** at least some additional college level business courses, specialized seminars or workshops, **and** at least six (6) years of full time paid (or the equivalent part time and or volunteer) experience in public or business administration, two years of which must have been in a supervisory capacity; **OR**

(d) An elector of the Town **AND** any combination of training and experience deemed appropriate by the appointing authority.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

SPECIAL REQUIREMENTS:

1. Must be an elector of the Town.
2. Take and subscribe the constitutional oath of office, and file such in the Town or County Clerk's office before assuming any duties.
3. Yearly subscribe and file Ethics Disclosure Statement related to Town Ethics Law.
4. Execution and filing in the County Clerk's office an official undertaking - a bond guaranteeing the faithful performance of the office, or approval of the Town Board of the procurement of a blanket undertaking. The Town Board must approve the form, amount and the sureties on the undertaking

SPECIAL CONSIDERATION:

The Deputy Town Supervisor shall be appointed by the Town Supervisor to serve at the pleasure of the Town Supervisor. If the office of Town Supervisor becomes vacant, the Deputy Town Supervisor in office at the time such vacancy occurs shall continue to serve until the successor of such is appointed. If the Town Supervisor shall fail to appoint a Deputy within five days after the establishment of the office or within five days after the vacancy occurs in the office, the Town Board shall have power to appoint such Deputy Town Supervisor. It is desirable, but not mandatory that the Deputy be another Town Board member. However, if there are none willing to take the appointment then any elector of the Town could be appointed to serve as Deputy Town Supervisor.

During the absence or inability to act of the Town Supervisor, or while the office of Town Supervisor is vacant, the Deputy shall preside, when present, at the meetings of the Town Board. The Deputy shall be vested with all the powers and may perform all of the duties of the Town Supervisor under Town Law or any other law. However, the Deputy has no vote on the Town Board **unless** the Deputy is also a Town Board Member and is entitled to a vote by virtue of that office. (Town Law, Section 42).

DISTINGUISHING FEATURES OF THE CLASS:

This position aids the Town Supervisor in the planning, supervising and directing the operation of the Town, and assumes the duties of the Town Supervisor in his/her absence. Work is performed in accordance with the goals and policies of the Town Board and Town Supervisor. This requires considerable exercise of independent judgment especially as it relates to the administration of Town Law, General Municipal Law, Public Officers Law, Real Property Tax Law, and local laws and ordinances. The incumbent shall also have such powers and perform such additional duties as are or may be conferred or imposed upon him/her by law and such further duties as the Town Board may determine, not inconsistent with the law. The Deputy Town Supervisor is a Town Officer and is appointed by the Town Supervisor as described in Section 42 of Town Law. Attendance at a number of meetings, including evenings, is required. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES: (Including, but not limited to)

- Assumes the duties of the Town Supervisor in the absence of said;
- Attends Town Board Meetings;
- Appointed to various Boards and Committees to act for or along with the Town Supervisor to foster continuity of the Town's goals;
- Performs a variety of executive and administrative functions associated with implementing the decisions of the Town Board;
- Aides in the preparation of meeting information for the Town Board by attending town department management meetings;
- Advises on matters to come before the Town Board, such as, Records Management, Personnel, Planning;
- Participates with ongoing negotiations of intermunicipal projects;
- Provides assistance to any and all Town boards, committees and officials;
- Provides leadership in maintaining good and effective public relations;
- Assigns, reviews and evaluates the work of town staff as requested by the Town Supervisor;
- Statutory duties related to fiscal functions;
- Compiles reports and statistical information and researches issues before the Town Board;
- Composes correspondences and answers information requests.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good administrative and supervisory skills;
- Ability to plan and supervise the work of others;
- Ability to establish and maintain satisfactory working relationships with others including residents and board members;
- Ability to communicate effectively both orally and in writing;
- Ability to follow and understand complex oral and written instructions;
- Initiative; integrity; resourcefulness; good judgment;
- Working ability to apply governmental budgetary principles and practices;
- Ability to compose correspondence, reports and maintain records;
- Ability to operate a personal computer;
- Ability to maintain confidentiality;
- Knowledge of municipal government desirable;
- Physical condition commensurate with the demands of the position.

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