

## **Secretary to the Town Highway Superintendent Tompkins County**

**Department:** Towns of Dryden, Danby, Caroline and Lansing

**Classification:** Exempt for Town of Dryden per NYS CSC 09/11/06; Exempt for Town of Danby per NYS CSC 12/07; Exempt for Town of Caroline per NYS CSC 6/8/09; Exempt for Town of Lansing 6/17/14. The title remains Competitive pending jurisdictional classification change to E

**Approved:** 0

**Revised:** 09/06; 12/07; 06/09; 08/12; 06/14

**By:** AF Commissioner of Personnel

### **MINIMUM QUALIFICATIONS:**

- (a) Graduation from a regionally accredited or New York State registered two year college or university with an associates degree in secretarial sciences or closely related field and two years of clerical experience in an office setting; **OR**
- (b) Graduation from high school or possession of a high school equivalency diploma and four years of clerical experience in an office setting; **OR**
- (c) Any combination of training and experience equal to or greater than that specified in (a) and (b) above.

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

### **DISTINGUISHING FEATURES OF THE CLASS:**

An employee in this class is mainly responsible for work involving the performance of a variety of highly confidential clerical and account-keeping practices in support of the Town Highway Superintendent. The essential nature of the work is such that a substantial degree of personal confidence exists between an incumbent in this position and the elected Town Highway Superintendent. Internal and external contacts occur on a regular basis. There is frequent interaction between this position and the staff of other Town departments and various external agencies. Unusual problems or situations are discussed with the Town Highway Superintendent in order to determine the appropriate course of action to take. The work is performed under the general direction of the Town Highway Superintendent, in accordance with defined policy and procedures. The Secretary to the Town Highway Superintendent may on occasion be called upon to perform Laborer duties such as flagging, shoveling, and acting as a snowplow wing person. Supervision of others is not a function of this class. The incumbent will perform all related duties as required.

### **TYPICAL WORK ACTIVITIES: (includes but not limited to)**

- Gathers data and prepares detailed vouchers for all accounts payable and invoices;
- Ensures that appropriate supporting documentation is in place;
- Sets up and maintains organized files of voucher copies for reference;
- Posts voucher figures to budget accounts to maintain current budget balances;
- Coordinates, maintains, and prepares a wide variety of reports, records, forms, and documentation related to road maintenance and improvement activities;
- Maintains department time cards and employee benefit records;
- Prepares bi-weekly timesheets for department personnel;
- May assist in preparation of figures and reports for use in budget preparation;
- Tracks revenue and expense activities and maintains appropriate records and reports;
- Collects, compiles, designs, and produces contractual and other worksheets in various activities categories;
- Maintains records and produces worksheets and reports related to labor costs;
- Records fixed assets inventory and related documentation, records, and forms, including related maintenance, registration, and insurance requirements;
- Records the inventory of traffic control signs, maintains a database on such signs and produces related reports as needed;
- Performs receptionist duties such as answering the phone and taking messages, and acts as the point of contact for department employees;
- Types a variety of miscellaneous correspondence and documents;
- Assists town residents, contractors, etc. with inquiries and/or complaints;
- Performs a variety of clerical duties such as filing, faxing, copying, and computer data entry;

- Monitors fuel distribution and log fuel usage;
- Tracks and records activities related to snow and ice control and removal, and water line maintenance;

**KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:**

- Working knowledge of the practices, techniques, tools, equipment, materials and safety precautions of highway construction, snow removal, maintenance and repair;
- Working knowledge of governmental organization and budgetary procedures;
- Working knowledge of federal, state, and town laws, regulations, and ordinances;
- Ability to maintain complex records relevant to highway, parks or public works projects and programs;
- Ability to compose correspondence, reports, and maintain records;
- Ability to establish and maintain effective working relationships with other public officials, contractors, engineers, architects, lawyers and the general public;
- Ability to be firm, tactful, courteous and use good judgment;
- Ability to maintain confidentiality;
- Ability to communicate effectively, orally and in writing;
- Ability to understand and carry out complex oral and written instructions;
- Possession of high professional standards, integrity and honesty;
- Ability to use personal computers;
- Ability to prepare operating budgets;
- The employee's physical and mental condition shall be commensurate with the demands of the position.

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