

# TOWN SUPERVISOR Tompkins County

**Department:** Town of Ithaca

**Classification:** Unclassified

**Labor Grade:** 0

**Approved:** 0

**By:** AF, Commissioner of Personnel

## **MINIMUM QUALIFICATIONS:**

- (a) Graduation from an accredited four year college or university with a bachelor's degree in construction technology, public works, public administration or related field with one year full-time paid (or the equivalent part-time and/or volunteer) experience in construction technology or public administration; **OR**
- (b) Graduation from an accredited two-year college with an associate's degree in construction technology, public works, public administration or related field with two years full-time paid (or the equivalent part-time and/or volunteer) experience in construction technology, public works, or public administration. Minimum one years' experience in responsible supervisory/administrative position; **OR**
- (c) High school diploma with additional related college level courses, specialized seminars/workshops, or the equivalent part-time and or volunteer experience. Minimum three years' experience in responsible supervisory/administrative position; **OR**
- (d) An equivalent combination of training and experience as defined by the limits of (a), (b), and (c) above.

## **SPECIAL REQUIREMENTS:**

1. Take and subscribe the constitutional oath of office, and file such in either the Town or county Clerk's offices, before assuming any duties.
2. 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.
3. Highway/Parks Superintendent must be an elector of the Town of Ithaca Within Six months of appointment, and throughout his/her term of office.
4. Yearly subscribe and file Ethics Disclosure Statement related to Town of Ithaca Ethics Law.
5. Possession of a valid New York State driver's license and clear driving record is required. Class B New York State driver's license, or equivalent, required by the end of six months.
6. Responsiveness to Town constituents and Town Board during emergencies and highly pressurized circumstances. Position requires "on call" status 24 hours a day, 7 days a week.

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

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

This is a major administrative position responsible for directing, planning, and supervising the construction, improvement, repair, care, and maintenance of designated highways, parks, bridges, sidewalks, walkways, sluices, waterways and culverts for drainage within the Town of Ithaca. Work is performed in accordance with the policies of the Town Board, and other duties and powers as may be conferred by Town Law, General Municipal Law, and Public Officers Law; or the rules and regulations of the Department of transportation including the powers and duties heretofore exercised or performed by Highway Commissioners. Position

requires considerable exercise of independent judgment. The Highway/Parks Superintendent has the responsibility for hiring and discharging employees of the Highway Parks Department. Attendance at Town Board meetings, and often required. Highway/Parks Superintendent is a Town Officer and is appointed by the Town Board for a term commencing the first day of January next succeeding the next biennial Town election.

**TYPICAL WORK ACTIVITIES:** (Including but not limited to.)

- Directs operations of the Highway/Parks department.
- Assigns, reviews, and evaluates the work of principal subordinate staff.
- Determines personnel requirements and is responsible for the appointment and discharge of staff in compliance with state law and local civil service law.
- Directs development of the departments capital improvement program and projects for approval by town Board.
- Aides in coordination of joint projects with other departments, governments, residents, and agencies.
- Provides leadership in maintaining good and effective public relations related to the Highway/Parks infrastructure.
- Responds to constituents inquiries relating to Highway/Parks infrastructure including drainage, paving, snow and weed control, parks, sidewalks, walkways care and maintenance.
- Prepares and maintains the department budget according to the town board guidelines and Town Law.
- Collects all penalties as prescribed by Town Law, Town of Ithaca local laws and ordinances related to the Department.
- Maintains and is responsible for department petty cash fund.
- Directs management of department records, documents, and equipment.
- Formulates and implements departmental policies and procedures.
- Brings action in the name of the town against any person or corporation, to sustain the rights of the public according to law.
- Provides technical assistance to the Town Board and other boards, committees and officials.
- Monitors compliance with federal, State, & Town laws, regulations, codes and policies.
- Acts as Town Safety Officer.

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

- Thorough knowledge of the practices, techniques, tools, equipment, materials and safety precautions of highway construction, snow removal, maintenance and repair.
- Knowledge and experience as heavy equipment operator, mechanic or construction craft person.
- Ability to plan, organize, and coordinate complex and diverse phases of a highway/parks and public works project and program.
- Ability to deal courteously and effectively with the public, boards, committees, residents and counterparts in other agencies.
- Ability to communicate effectively, both orally and in writing,
- Ability to prepare and maintain operating budgets.
- Ability to use personal computers for highway/parks management applications.

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

- Ability to compose correspondence, reports and maintains records.
- Ability to plan, train, organize, and supervise the work of others.
- Ability to understand and carry out complex oral and written instructions.
- Possession of high professional standards, integrity, and honesty.
- Ability to be tactful and show good judgment.
- Knowledge of federal, State, and town; laws, regulations, and ordinances desirable.
- Physical condition commensurate with the demands of the position.