

**TOMPKINS COUNTY CIVIL SERVICE
VACANCY
Inclusion Through Diversity**

OPEN TO THE PUBLIC

**Tompkins County Department of Human Resources Office
125 E. Court Street
Ithaca, NY 14850
(607) 274-5526**

Tompkins County is an Equal Opportunity/Affirmative Action employer. Minorities and women are encouraged to apply

TITLE: DEPUTY TOWN SUPERVISOR - VARIOUS TOWNS

SALARY: \$35,000-\$48,000

TYPE OF EMPLOYMENT: Full/Part Time

ISSUE DATE: 06/26/24

THE FINAL DATE TO FILE APPLICATIONS: 07/26/24

DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING: 07/27/24

RESIDENCY: Candidates must have been legal residents of Tompkins County or one of the six adjoining counties (Cayuga, Chemung, Cortland, Schuyler, Seneca, Tioga) for at least one month immediately preceding the date of application and maintain residency. For Examinations: The eligible list resulting from the examination will be established in accordance with the final earned numerical ratings of passing candidates regardless of residence. A municipality or district may exercise its right under section 23-4-a. of Civil Service Law to request a certification of eligible candidates who have been residents of that municipality or district for at least one month prior to appointment. After the names of residents have been exhausted, Tompkins County must then certify the names of non-residents on the list.

The Town of Ulysses provides a dynamic range of services to our constituents as well as investing in and safeguarding the Town's assets. The position will work very closely with the Town Supervisor and Town Bookkeeper and be primarily involved in administrative support for the Supervisors' Office. This includes project management, procurement, and budgetary processes, with other opportunities and duties as new needs emerge. The ideal candidate possesses strong organizational, administrative and communication skills; has experience managing data and/or budgets; and is detail oriented. Training can be provided to complement existing skills or build new ones. All interested candidates are encouraged to apply. Candidates will be interviewed on a rolling basis until the position is filled.

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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FURTHER INFORMATION AND INSTRUCTIONS

Falsification of any part of the "Application for Employment" will result in disqualification.

Accepted candidates will be notified when and where to appear for the examination. If you do not receive your notice to appear at least three days before the date of the written examination, call Tompkins County Department of Human Resources at 274-5526. If an application is disapproved, due notice will be sent. This department does not make formal acknowledgment of the receipt of an application or take responsibility for non-delivery or postal delay.

Applicants must answer every question on the application form and make sure that the application is complete in all respects. Incomplete applications will be disapproved.

ACTIVE MILITARY PERSONNEL, VETERANS OR DISABLED VETERANS desiring to claim additional credit will request the Veterans Credits application form, at any time between the date of application for examination(s) and the date of the establishment of the resulting eligible list. You must meet the requirements set by NYS for these credits and they may be used only once. **YOU MAY NOT CLAIM ADDITIONAL CREDITS AFTER THE ELIGIBLE LIST HAS BEEN ESTABLISHED. IT IS THE CANDIDATE'S RESPONSIBILITY TO REQUEST THE VETERANS CREDIT APPLICATION FORMS AND TO SUBMIT THESE FORMS AND ANY SUPPORTING PAPERWORK BEFORE THE ELIGIBLE LIST IS ESTABLISHED.**

Tompkins County's written examinations are prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations, which deal with the rating and review of the examinations apply.

The duration of the eligible lists may be fixed for a minimum of one and a maximum of four years and may be extended beyond four years if there has been a restriction against the filling of vacancies in that title.

The candidates must complete a separate "Application for Employment" for each open-competitive and/or promotional examination that the candidate is eligible to take.

All experience required meeting the acceptable training and experience is full-time experience. (Part-time experience will be credited on a prorated basis).

Appointment from an eligible list must be made from the top three candidates willing to accept the appointment.

Tompkins County is an Equal Opportunity Employer. As part of its efforts to provide employment opportunities to the physically handicapped, Tompkins County Civil Service has adopted a rule permitting the employment of qualified physically handicapped persons without competitive examination (pursuant to Section 55 of Civil Service Law). If you meet the minimum qualifications for this position and wish to know more about this rule, please contact the Tompkins County Department of Human Resources Office.

Unless otherwise notified, candidates are permitted to use quiet, hand-held, and solar or battery powered calculators. Devices with Typewriter Keyboards, Spell Checkers, Personal Digital Assistants, Address Books, Language Translators, Dictionaries or any similar devices are prohibited. You may not bring books or other reference materials.

CROSS-FILING - APPLYING FOR CIVIL SERVICE EXAMINATIONS IN MULTIPLE JURISDICTIONS WHEN EXAMINATIONS ARE SCHEDULED ON THE SAME DATE: When applying for examinations across multiple jurisdictions - all of which are scheduled on the same day - you must submit a Tompkins County Cross-Filing Form. This form must be submitted no later than 4:30 PM on the final filing date of the examination. On this form, list each examination that you are taking and then tell us where you would like to sit. The purpose is to ensure that all of the test materials for the various examinations that you are taking will be available in one location. If you do not provide the cross-filing form to us by the final filing date, we cannot ensure that we can accommodate your desire to cross-file. If any of the examinations are State level examinations, you must sit at the State test center. You will still need to complete the Tompkins County cross-filing form. If sitting at the State site, the State will notify you of when and where to report for your examination(s) and you should bring all admittance letters to the State site. If you are not taking a State examination, bring all admittance letters to your chosen testing site. If you have any question please call Tompkins County Department of Human Resources Department (607) 274-5526. The Cross File form is located at <http://www.tompkins-co.org/personnel/CivilSrvForms/index.html>

FOR RELIGIOUS ACCOMMODATION AND HANDICAPPED PERSONS: If special arrangements for testing are required, please indicate this on your application.

ALL CANDIDATES FOR EMPLOYMENT FOR POSITIONS IN SCHOOL DISTRICTS AND BOCES GOVERNED BY TOMPKINS COUNTY CIVIL SERVICE MAY HAVE THE FOLLOWING SPECIAL REQUIREMENT. PER CHAPTER 180 OF THE LAWS OF 2000, AND BY REGULATIONS OF THE COMMISSIONER OF EDUCATION, TO BE EMPLOYED IN A POSITION DESIGNATED BY A SCHOOL DISTRICT OR BOCES AS INVOLVING DIRECT CONTACT WITH STUDENTS, A CLEARANCE FOR EMPLOYMENT FROM THE STATE EDUCATION DEPARTMENT IS REQUIRED.

In conformance with Section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duties shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of firefighter or police officer killed in the line of duties in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.

BACKGROUND INVESTIGATION: Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

TOMPKINS COUNTY PERSONNEL DEPARTMENT, 125 EAST COURT STREET, ITHACA, NY 14850