

ASSISTANT TO THE DIRECTOR OF ENGINEERING/PLANNING

Code No. 6-01-014
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is an office management position in a town responsible for ensuring the effective and efficient coordination and expediting of engineering and planning projects, services, and activities. The employee acts as a liaison between the Engineering/Planning Department and various departments and boards within a town (to include, but not limited to, the Building Department, Department of Public Works, Department of Finance, Supervisor's Office, Planning Board, Zoning Board of Appeals, and the Conservation Board), receiving and preparing submittals. Additional duties include tracking time sheets as they relate to specific projects and activities, preparing monthly invoices, and providing administrative support to the department and public contact. The employee reports directly to, and works under the general supervision of, the Director of Engineering/Planning or other higher-level staff member with wide leeway allowed for the exercise of independent judgement and decision-making. Supervision is not a responsibility of this class. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Receives and distributes materials required for the Planning Board, Zoning Board of Appeals, Conservation Board and Town Board review, ensuring accuracy and completeness in a timely manner;

Coordinates activities between the various functions in the Engineering and Planning Department to ensure application review, inspection, and property records are processed and maintained correctly;

Reviews submissions for letters of credit or cash payments and prepares forms for the release of funds;

Inputs and tracks timesheet data as related to specific projects, activities, engineering review, and inspection fees and prepares invoices;

Assists with coordinating the dedication of highway, sanitary sewer, sidewalk, and drainage infrastructure;

Performs general clerical duties including answering phones, maintaining files, and other clerical support as needed;

Acts as the first point of contact in the department, greeting visitors, contractors, and developers, directing them accordingly;

Reviews, codes, and approves requisition claim vouchers;

Reviews and approves payroll;

Tracks Town Board resolutions authorizing requisitions;

Provides direct support to the Director of Engineering/Planning.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Thorough knowledge of office procedures, technology, and equipment; good knowledge of a town's Department of Public Works (DPW) service functions; good knowledge of processing requisition claim vouchers; ability to coordinate the dedication of highway, sanitary sewer, sidewalk, and drainage infrastructure; ability to review written material, submissions, forms, and timesheet data for accuracy and completeness; ability to coordinate activities within a department; ability to review and approve payroll; ability to track departmental process and provide support to the Director of Engineering/Planning or other higher-level staff member; ability to maintain records and files; ability to effectively communicate both orally and in writing; ability to establish and maintain professional working relationships; organizational skills; analytical skills; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma plus, EITHER:

- (A) Graduation with a Bachelor's degree, plus two (2) years paid full-time or its part-time equivalent office clerical or secretarial experience, OR office management experience with public contact; OR,
- (B) Graduation with an Associate's degree, plus four (4) years paid full-time or its part-time equivalent experience as defined in (A) above; OR,
- (C) Six (6) years paid full-time or its part-time equivalent experience as defined in (A) above; OR,
- (D) An equivalent combination of education and experience as defined by the limits of (A), (B), and (C) above.

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

SPECIAL REQUIREMENT: If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

Monroe County Civil Service Commission

ADOPTED: April 3, 2025