

## DEPUTY SUPERVISOR

CODE NO: 3-18-220  
EXEMPT

DISTINGUISHING FEATURES OF THE CLASS: This is a full-time administrative position involving responsibility for assisting the Town Supervisor in organizing and coordinating the administration of various town services. Employees of this class represent the town and Town Supervisor in a variety of matters including, but not limited to, business, professional and government organizations, public hearings, citizen groups and resident complaints. This position differs from Assistant to the Town Supervisor by virtue of its responsibility to act in the absence of the Town Supervisor in the management of all town services and affairs. Administrative direction is received from the Town Supervisor with wide leeway allowed for the exercise of independent judgment and decision making. General supervision is exercised over other administrative personnel and clerical staff. Does related work as required.

### TYPICAL WORK ACTIVITIES:

Assists the Town Supervisor in organizing and coordinating the administration of town activities, programs and services;

Coordinates the implementation of new management procedures in the areas of budget, finance, personnel, labor relations, computer technology and capital programming;

Meets with residents, citizen groups and vendors regarding town services, complaints, procedures and other administrative matters;

Attends town board meetings, public hearings, business and informational meetings and other public meetings which impact upon the town and its administration;

Acts as a representative of the Town Supervisor in a variety of matters including dealings with citizen groups, business and professional organizations, other government agencies, and town residents;

Acts in the absence of the Town Supervisor in the management of town services.

### FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of town laws and ordinances; thorough knowledge of town functions, operations and services; thorough knowledge of the principles and practices of administrative supervision; good knowledge of general business law and Civil Service Law; ability to organize, analyze, research, and provide solutions to problems dealing with town services; ability to deal effectively with various community groups; ability to prepare accurate and concise oral and written reports; ability to establish and maintain effective professional relationships with others; ability to communicate effectively, both orally and in writing; good judgment; initiative; integrity; physical condition to commensurate with the demands of the position.

SPECIAL REQUIREMENTS: Depending on the position duties, candidates for employment with the Monroe County Government will be required to pass a pre-employment drug test.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES: 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.

REVISED: May 3, 1984