ASSISTANT TO THE TOWN SUPERVISOR

Code No:6-01-019
EXEMPT depending on location

DISTINGUISHING FEATURES OF THE CLASS: This is a confidential staff position responsible for assisting in the administration of town services. The employee 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. The employee reports directly to, and works under the general supervision of the Town Supervisor with wide leeway allowed for the exercise of independent judgment and decision making. This position may be responsible for the supervision of staff. 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.)

Assists in administering activities involved with providing services to the Town;

Coordinates requests for town services with department heads;

Meets with citizen groups and residents regarding petitions, services, complaints or other concerns;

Contacts other governmental jurisdictions regarding services for the Town;

Attends Town Board meetings, public hearings and other informational meetings;

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.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of town ordinances and laws; good knowledge of town functions, operations and services; good knowledge of services provided by other areas of government; ability to coordinate town services; ability to establish and maintain effective professional relationships with others; ability to communicate effectively both orally and in writing; ability to maintain confidentiality; integrity; good judgment; physical condition commensurate with the demands of the position.

Monroe County Civil Service Commission
ADOPTED: March 27, 1980
REVISED: March 12, 1992
REVISED: August 6, 2026