

## ASSISTANT TO THE TOWN SUPERVISOR

Code No:6-01-019

EXEMPT depending on assignment

DISTINGUISHING FEATURES OF THE CLASS: This is an important confidential staff position involving the responsibility for assisting in the administration of town services. The incumbent 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. Employees of this class receive general direction from and report directly to the Town Supervisor with wide leeway allowed for the exercise of independent judgment and decision making. Supervision may be 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.)

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.

SPECIAL REQUIREMENTS: Depending on the position duties, candidates for employment with 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.

ADOPTED: March 27, 1980  
REVISED: March 12, 1992