

Jurisdictional Class: Exempt for All Towns Only
EEO Category: Officials/Administrators
Adopted: 05/23/2018

DEPUTY TOWN SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative position which 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 judgement 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. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Assumes the duties of the Town Supervisor in the absence of said;
Attends all Town Board Meetings;
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;
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.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of governmental budgetary principles and practices; working knowledge of municipal government; 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 judgement; ability to compose correspondences, reports and maintain records; ability to operate a personal computer; ability to maintain confidentiality.

MINIMUM QUALIFICATIONS: Appointed on the basis of experience and other such qualifications, as the Town Supervisor may determine appropriate.