

ADMINISTRATIVE ASSISTANT TO SUPERVISOR

Competitive

(Adopted: August 22, 1977)

(Revised: July 3, 1989)

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the coordination of land use planning and such economic and social planning as it is done at the town level. The work involves ongoing liaison with other units of government as well as private developers and contractors. Engineering design and supervision is provided on a project basis and engineering management service is supplied as needed. The incumbent exercises administrative control over the departments of Water and Sewer, Planning and Zoning, Buildings and Grounds and Recreation and Youth Services. The work is performed under the general direction of the Town Supervisor according to guidelines set by the Town Board. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Assists the Town Supervisor in a wide range of administrative, organizational, research and management tasks;

Maintains direct administrative control over the departments of Water and Sewer, Planning and Zoning, Buildings and Grounds and Recreation and Youth Services;

Reviews plans for public and private development within the Town and recommends action to Planning and Zoning Boards;

Performs engineering design work for construction, development or renovation projects including contract specifications and drawings, cost estimates and construction schedules;

Reviews and comments upon engineering and planning work done under contract;

Prepares applications for State and Federal Grants and administers subsequent compliance with reporting requirements;

Administers construction contracts including field inspections and negotiation of change orders;

Oversees and participates in the inspection of public and private construction projects to insure the accuracy of field surveying for construction projects undertaken by the Town;

Supervises and insures the accuracy of field surveying for construction projects undertaken by the Town;

Writes specifications for vehicles, equipment and materials for bid and purchase;

Reviews ordinances and Town rules, regulation and policies for consistency, legality and administrative practicality.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Comprehensive knowledge of principles and practices of civil engineering including surveying techniques; thorough knowledge of laws and other regulatory enactments controlling public works; thorough knowledge of the principles and practices of land use planning; thorough knowledge of the structure and operation of town government; good knowledge of zoning and subdivision practices and regulations; good knowledge of current trends and technical developments in public works engineering and community land use planning; good knowledge of environmental concerns and the environmental effects of development; good knowledge of the properties and cost of

construction materials; ability to prepare detailed plans and specifications from development proposals; ability to draft and critically review construction contracts; ability to prepare and coordinate the preparation of environmental impact statements; ability to administer departmental operations; sound judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Civil Engineering and two (2) years of experience in construction, planning and/or field inspection, involving a substantial amount of municipal construction or development work.

NOTE: Administrative experience in a New York State municipality may be substituted on a year-for-year basis for experience. An Associate's, Bachelor's or Master's Degree in business administration, public administration or public affairs may be substituted for the experience requirements.