

ASSISTANT TO THE TOWN ADMINISTRATOR

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Town Administrator, the incumbent of this position is responsible for assisting the Town Administrator in the administration of Town affairs by performing activities of a staff nature. The responsibilities involve some combination of the departmental processes of personnel and civil service administration, budgeting, purchasing, statistical analysis of departmental processes, advising other departments on matters concerning organization policy and procedures, and the general business administration of the department. Public contacts are often required in carrying out the responsibilities of this position. Supervision may be exercised over clerical employees in the department. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Assists in the administration of town affairs;

Acts as liaison between Town Administrator and Town department heads, other Town employees, residents and civic groups, regarding operations, procedures, services, complaints, suggestions, etc.;

Conducts studies of the administrative organization, procedures and policies of the Town departments and boards and proposes suggestions for improvements and efficiencies;

Assists the Town Administrator and department heads in preparing the Town budget;

Develops and prepares reports, grant proposals, application, contracts, statistical and financial abstracts;

Assists in personnel and civil service administration, including conducting salary surveys and preparation of reports of personnel changes for Westchester County Department of Human Resources;

Assists in the recruitment process for prospective employees including creating job postings, screening applications, coordinating pre-employment interviews with department heads, and conducting new hire orientation and exit interviews;

Receives and reviews workers' compensation, disability claims and FMLA applications to ensure that appropriate paperwork is submitted and required approvals are obtained, and responds to related questions;

Responsible for special projects, as assigned;

May serve as the safety coordinator for the Town's Safety Committee preparing the agenda in advance of meetings, scheduling safety training programs and ensuring compliance with safety policies, procedures, and regulations;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of principles, practices and organization of municipal government administration; good knowledge of principles of public administration; good knowledge of the concepts and techniques of municipal operational planning; familiarity with research methods and fundamentals of statistics; ability to interpret and make clear and accurate analyses of facts, figures and processes; ability to present data, reports and comments clearly and concisely in either oral or written form; ability to direct and supervise the work of others; ability to meet and deal with the public effectively and secure their cooperation; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; accuracy; honesty; resourcefulness; dependability; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* and either: (a) a Master's Degree* in Public Administration or related field and one (1) year of experience in a local, state or federal government agency that involved formulating, interpreting, or implementing governmental policies and/or programs in an administrative support, staff or supervisory capacity**; or (b) three (3) years of experience as described in (a).

SUBSTITUTION: An internship in public administration may be substituted on a month-to-month basis for the experience specified above.

**DEFINITION: Staff or administrative support experience is defined as providing support or back-up functions to higher level administrators in areas such as: office management; participation in budget preparation and monitoring; payroll and personnel type functions; involvement in the development and/or review of department-wide practices and procedures; evaluating departmental operations; participation in planning; financial recordkeeping, accounting, or management activities; purchasing; public relations, community relations, public information activities; and other similar functions. "Line" functions involved in the delivery of services or in the day to day operations of a department would not be qualifying experience.

*SPECIAL NOTE: Education beyond the secondary level must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.