

ASSISTANT VILLAGE ADMINISTRATOR

DISTINGUISHING FEATURES OF THE CLASS: Under the supervision of the Village Administrator, the incumbent of this position is directly involved with the general administrative and operational functions within the Village, working closely with the Village Administrator to handle administrative functions and Village affairs as assigned. The incumbent requires a high degree of professionalism, independent judgment and the overall ability to work with all levels within a Village government, and may supervise staff. The incumbent acts generally for and on behalf of the Village Administrator and in the event of his or her absence or disability. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Administers and oversees various Village Department programs to assure sound management and fiscal restraint, and appropriateness of services being provided;

Provides administrative support to Department Heads;

Coordinates and analyzes information from Department Heads to make appropriate recommendation and/or take necessary action directly;

Coordinates and prepares legislative agenda with all departments by drafting resolutions, analysis and local laws for official review and action by the Board of Trustees, and follows up with Board directives for items;

Determines operational needs to upgrade Village services and resources;

Provides Village Administrator with oral and written information as requested, such as updates on department activities and personnel, special programs, financial and budgetary reports;

Develops and prepares reports, policies, grant proposals, applications, requests for proposal, contracts, statistical and financial abstracts;

Assists Village Administrator in preparing for labor contract negotiations, budget hearings and Board and committee meetings;

Carries out investigations and presents findings pertaining to proposed suggestions, programs, and automation of various functions;

Represents the Village Administrator in dealings with public officials, committees and task forces, consultants, Board members, Village employees and the general public;

Disseminates information to the public via email notifications, press releases, updates and revisions to the Village website;

Acts generally for and on behalf of the Village Administrator and assumes these responsibilities in his or her absence or disability;

EXAMPLES OF WORK: (Illustrative Only) (Continued)

May be assigned complete charge of any operating unit and/or functions for a period of time;

May supervise staff involved in administrative functions;

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: Thorough knowledge of principles, practices and organization of municipal government administration; thorough knowledge of principles of public administration; thorough knowledge of the concepts and techniques of municipal operational planning; good knowledge of research methods and fundamentals of statistics; ability to interpret and make clear and concise analyses of facts, figures, and processes; ability to prepare and present oral and written reports; ability to direct and oversee the work of others; ability to meet and deal with the public effectively; 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; honesty; integrity; sound judgment; resourcefulness; dependability; physical condition commensurate with the duties of the position.

DESIRABLE MINIMUM TRAINING AND EXPERIENCE: Graduation from a recognized college or university with a Bachelor's Degree* in Public Administration or closely related field and either: (a) five (5) years experience in the field of public administration; or (b) Master's Degree* in Public Administration or a closely related field and three (3) years experience in the field of public administration.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

Village of Bronxville
Village of Tarrytown
Village of Larchmont
Village of Rye Brook
J.C.: Exempt
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Job Class Code: 0986