

ASSISTANT TO THE VILLAGE ADMINISTRATOR

DISTINGUISHING FEATURES OF THE CLASS: Under the supervision of the Village Administrator, the incumbent of this position is responsible for assisting the Village Administrator in the administration of Village affairs by performing activities of a staff nature. The responsibilities involve some combination of the departmental processes of personnel, planning and financing of capital projects, budgeting, purchasing, statistical analysis of departmental processes, and usually for advising other departments on matters concerning organization 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 workers in the department. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Acts as liaison between the Village Administrator and Village department heads, regarding operations, procedures, services, complaints, suggestions;

Responsible for special projects as assigned;

Assists in the daily administration of Village affairs;

Conducts investigations and makes proposals for automation of various functions;

Conducts studies of the administrative organization, procedures and policies of village departments and boards;

Assists the Village Administrator and department heads in budget preparation;

Oversees the planning and financing of capital projects related to assignments; deals with contractors, design personnel, county officials;

May be assigned complete charge of any operating units for a period of time;

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

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the principles, practices and organization of municipal government administration; thorough 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 effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to direct and supervise the work of others; ability to meet and deal with the public effectively and secure their cooperation; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential duties of the position; resourcefulness; dependability; accuracy; honesty; physical condition commensurate with the duties 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.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

*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.

**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.