

## DEPUTY SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: The incumbent of this position assists the Town Supervisor in the planning, supervision and direction of Town operations, 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 position involves the administration of all town affairs within the provisions of the laws of the State and the ordinances, rules and local laws of the Town. The Deputy 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.

### EXAMPLES OF WORK: (Illustrative Only)

Acts on or behalf of the Supervisor in his/her absence;

Assists the Supervisor in dealing with the Town Board and in all official capacities;

Attends Town Board meetings and presides over these meetings during the absence of the Supervisor;

Performs a variety of executive and administrative functions associated with implementing the decisions of the Town Board;

Provides assistance to any and all Town boards, committees and officials;

Performs legislative duties related to fiscal functions;

May assist the Supervisor in preparing and administering the annual budget;

May act as a liaison between the Supervisor and various interested parties, officials and community groups;

May compile reports and statistical information and research issues involving Town matters.

SUGGESTED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Comprehensive knowledge of town law and procedures; good knowledge of government accounting and budgeting principles and practices; knowledge of economics; ability to prepare comprehensive reports; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to read, write, understand and communicate in English sufficiently to perform the essential functions of the position; accuracy; honesty; ability to get along well with others; sound judgment; physical condition commensurate with the duties of the position.

DESIRABLE TRAINING AND EXPERIENCE: Either (a) graduation from a recognized college or university with major work in business administration and accounting and one year of experience involving administrative responsibility; or (b) graduation from a standard high school course or possession of a high school equivalency diploma and five years of experience involving accounting and administrative responsibility; or (c) a satisfactory equivalent combination of the foregoing training and experience.

Towns  
J. C.: Exempt  
PAR3

Job Class Code: 0006