

DEPUTY TOWN SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: This office, authorized by Section 42 of the Town Law, provides for an appointee to serve as Town Supervisor during the absence or inability to act of the Town Supervisor, or while the office is vacant. Such appointee is vested with all the powers and duties of Town Supervisor except for a vote on matters coming before the Town Board. Appointment is made by the Supervisor (or by the Town Board if the Town Supervisor should fail to appoint to the position within five days after the establishment of the office or within five days after a vacancy occurs in the office). Does related work as required.

TYPICAL WORK ACTIVITIES:

Presides at the meetings of the Town Board;
Performs all duties and responsibilities vested in the office of Town Supervisor;
Performs all necessary administrative functions;
Follows-up and reports on or otherwise takes action on problems that arise;
Seeks out and secures information from a variety of sources to aid in decision making;
Speaks as the Supervisor in answer to concerns of residents or official queries from other agencies.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of town's needs, problems, concerns and resources; good knowledge of administrative practices and procedures; ability to analyze and define problems and formulate appropriate solutions; ability to present ideas clearly and concisely, both orally and in writing; ability to establish and maintain effective working relationships.

MINIMUM QUALIFICATIONS: Qualifications are determined by the appointing authority except that the appointee must be an elector of the town.

PUBLIC OFFICER: A Public Officer must be at least 18 years of age, a citizen of the United States, a resident of the municipality in which employed, and must not have been convicted of a violation of selective training and service acts of the United States.

R.C.D.P. (02.21.1985) 05.11.2015
Exempt