

ASSISTANT TO THE DIRECTOR OF TECHNICAL SERVICES  
(Town of Cortlandt)

GENERAL STATEMENT OF DUTIES: Performs a wide variety of activities of a staff nature in support of the Director of Technical Services and the functions of the Department; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Director of Technical Services, an incumbent of this position is involved in a wide variety of activities of a staff nature in support of the functions of the Department of Technical Services and the Director. An employee in this position consults with town officials on problems related to the Master Plan, Open Space Acquisition, special projects, special assignments, etc., on behalf of the Director or before presenting information to the Director. The incumbent may meet with the Director on a daily basis to follow-up on the progress and status of various projects being undertaken by the Town. The duties of this position are performed with considerable leeway for the exercise of independent judgment and the incumbent, in certain areas, has the ability to develop or assist in developing policy, goals, etc. The incumbent may also act as the lead person for the Town on various committee assignments, i.e. Master Plan, Tenant Relations Council. Public contact is often required. Supervision is not an aspect of this position.

EXAMPLES OF WORK:

Represents the Town or the Department in contacts with the public, town officials and staff personnel;

Assists with the review and development of the Town's Master Plan;

Works on special projects and assignments which arise out of weekly staff meetings or as assigned by the Director;

Meets with the Town Attorney on a regular basis to discuss projects and legal issues surrounding the projects; i.e., development in a right of way, etc.;

In response to joint meetings of the Department of Technical Service and Department of Environmental Services, follows up on and coordinates the Town's response to issues of joint concern. i.e., location of a new street with subsequent impact on water line locations, mains, valves, fire hydrants, storm sewers, rights of way, easements, et.;

Meets, generally on a daily basis, with the Director to follow-up on the progress and status of various projects undertaken by the Town;

Functions as chair of the Tenant Landlord Advisory Board;

Seeks to increase the Town's open space inventory through site visits, review of property for acquisition, determination of fair market values and confidential negotiations;

Relieves the Director of detail by collecting and collating information, preparing reports, etc;

EXAMPLES OF WORK: (Illustrative Only) (continued)

Participates in confidential personnel issues, and the adoption of objectives, policies and goals of the Department;

Acts as lead person on various committee assignments or at various meetings with staff or public;

Uses 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 town governmental functions and activities; good knowledge of the principles and practices of public administration; familiarity with research methods and statistics; ability to analyze and evaluate administrative problems; ability to present ideas effectively, both orally and in writing; ability to establish and maintain effective working relationships with Town officials, administrators, other employees and the general public; ability to make clear and accurate analysis of facts, figures and processes; ability to handle administrative details independently; ability to become familiar with and adapt to laws, regulations, policies and practices; thoroughness, dependability; courtesy; tact; resourcefulness; good judgment; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and either: a) five years of work experience where the primary functions of the position were administrative, managerial or administrative support in nature; or b) graduation from a recognized college or university with a Bachelor's Degree and one year of experience as in (a); or c) a Master's Degree in Public Administration or closely related field; or d) a satisfactory equivalent combination of the foregoing training and experience.