

ASSISTANT TOWN ADMINISTRATOR
(Town of New Castle)

GENERAL STATEMENT OF DUTIES: Works with the Town Administrator in handling the Town administrative functions and affairs; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: The incumbent of this position is directly involved with the general administrative and operational functions within the Town of New Castle. Assignments carried forth are at the request of the Town Administrator. This position is both a line and staff position involving the direction of certain units (i.e., Comptroller's Office, Information Technology, etc.) and staff functions for the Town Administrator. This position entails a high degree of professionalism, independent judgment and the overall ability to work with all levels within Town government.

EXAMPLES OF WORK:

Acts for and behalf of the Town Administrator in his/her absence;

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

Administers and oversees specific programs (i.e.; Comptrollers Office, Information Technology, labor negotiations, etc.) and projects as assigned;

Provides administrative support to Department Heads;

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

Provides the Town Administrator with oral and written information as requested, such as updates on department activities and personnel, special programs, financial reports, etc.;

Develops and prepares reports, grant proposals, applications, contracts, statistical and financial abstracts;

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

Represents the Town Administrator in dealings with public officials, consultants, Board members, Town employees and the general public;

Attends all meetings of the Town Board and/or committee/advisory board meetings, as required;

Determines operational needs to upgrade Town services and resources;

Works with the Town Administrator to prepare and participate in contract negotiations and budgeting meetings;

EXAMPLES OF WORK: (Illustrative Only) (continued)

Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

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

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; honesty; integrity; sound judgment; resourcefulness; dependability; 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) possession of a Bachelor's Degree from a recognized college or university and five (5) years experience in the field of public administration or public finance; or b) a Master's Degree in Public Administration or a closely related field and three (3) years experience in the field of public administration or public finance; or c) a satisfactory equivalent combination of the foregoing training and experience.