

ASSISTANT VILLAGE MANAGER

DISTINGUISHING FEATURES OF THE CLASS: Under the supervision of the Village Manager, this position is directly involved with the general administrative and operational functions within a Village, working closely with the Village Manager to handle administrative functions and Village affairs as assigned by him/her. This position is both a line and staff position involving the direction of certain units and staff functions for the Village Manager. The position requires a high degree of professionalism, independent judgment and the overall ability to work with all levels within a Village government. The incumbent acts generally for and on behalf of the Village Manager, and in the event of his or her absence or disability. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

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

Administers and oversees specific programs, in relation to public works functions (i.e. street lighting and maintenance; water and sewer system upgrading; buildings and grounds improvements; contractual services);

Provides administrative support to Department Heads;

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

Determines operational needs to upgrade Village services and resources;

Provides Village Manager with oral and written information as requested, such as updates on department activities and personnel, special programs, financial reports;

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

Works with Village Manager to prepare for contract negotiations, budget hearings and Board meetings;

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

Represents the Village Manager in dealings with public officials, consultants, Board members, Village employees and the general public;

Acts generally for and on behalf of the Village Administrator and assumes these responsibilities in his or her absence or disability;

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

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

DESIRABLE 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; honesty; integrity; sound judgment; resourcefulness; dependability; physical condition commensurate with the duties of the position.

DESIRED MINIMUM TRAINING AND EXPERIENCE: Graduation from a recognized college or university with a Bachelor's Degree* in Public Administration or closely related field and either: (a) five (5) years experience in the field of public administration; or (b) Master's Degree* in Public Administration or a closely related field and three (3) years experience in the field of public administration.

*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.