

CO-DIRECTOR - DEPARTMENT OF ENVIRONMENTAL SERVICES(BUSINESS
ADMINISTRATION)(Town of Cortlandt)

GENERAL STATEMENT OF DUTIES: Directs and administers the business operation of the Town of Cortlandt Department of Environmental Services; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of the Town Supervisor, an incumbent of this position is responsible for the overall administration and direction of the Town's Department of Environmental Services. This department consists of several divisions including Recreation, Parks, Highway, Sanitation, Central Buildings, and Central Garage. The incumbent is primarily responsible for the planning, development and implementation of long range goals and administrative procedures; the coordination of related activities between the department's divisions; the preparation and presentation of the departmental budget and administration of collective bargaining agreements within the department. Both direct and indirect supervision is exercised over a large number of professional, clerical, non-competitive and labor class employees.

EXAMPLES OF WORK: (Illustrative Only)

Plans, develops and implements administrative procedures and operational programs with the various segments of the Department of Environmental Services (i.e., personnel evaluations, periodic reviews);

Plans, initiates and oversees the long range goals of the various divisions of the Department of Environmental Services (i.e., develops a 5-10 year Capital expenditure program for the Department);

Coordinates related activities between the various segments of the Department of Environmental Services (i.e., vehicle maintenance program, coordination of large equipment purchases among the divisions);

Prepares and presents the Department's budget to the Town Board and monitors same upon adoption by the Board;

Administers the collective bargaining agreements in effect in the divisions and receives and responds to all Union and/or grievance procedures;

Reports to the Town Supervisor and Town Board Members, both orally and in writing, relating to matters within the Department;

EXAMPLES OF WORK: (Illustrative Only) Continued)

Makes presentations before various public and community groups regarding matters relative to aspects of the Department operations (i.e., Earth Day programming, the Town's recycling efforts, waste reduction, etc.);

Prepares applications from various funding sources (County, State, Federal) to secure grant monies for division programs or operations (i.e., recycling programs, recreation programming, sanitation equipment purchases, etc.);

Interviews applicants for professional positions, may join in interviews for other positions, and makes hiring recommendations to the Town Board;

Provides general supervision of division heads and indirect supervision of subordinate sanitation, parks, recreation and central buildings staff;

Provides indirect supervision and overall administration of the Town Community Service Program;

Prepares various Park Division supplies and equipment requisitions and provides indirect supervision of Park and Sanitation supplies, vehicle and equipment inventories;

Serves as the Town Safety Committee Chairperson and OSHA Compliance coordinator;

Serves as the Americans with Disabilities (ADA) Compliance Program coordinator;

Administers and coordinates the ongoing renovations and modifications to various Town buildings;

Coordinates, plans and schedules the seasonal maintenance program for all Town park/pool facilities;

Develops required specifications in Request for Proposals Reviews, various bid specifications and documents;

Reviews and discusses personnel matters with division heads and makes promotional, incremental or hiring/firing recommendations to the Town Board;

Serves as a member of or consultant to various advisory boards (i.e., Parks and Recreation Boards, Recycling Committee, Conservation Advisory Committee, etc.);

Represents management as a member of the Town's collective bargaining team.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of town governmental functions and activities; good knowledge of the principals and practices of public administration as they pertain to personnel management, budgeting and labor relations; familiarity with research methods and statistics; ability to analyze and evaluate administrative problems; ability to develop data in the preparation of budgets and other reports or grant applications; 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; thoroughness and dependability; courtesy; tact; good judgment; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from a recognized college or university with a Bachelor's Degree and either (a) a Master's Degree in Business or Public Administration or related field and five years of administrative supervisory experience in the area of Parks, Recreation or Public Works administration; or (b) six years of administrative supervisory experience in an area of Parks, Recreation or Public Works administration; or (c) a satisfactory equivalent combination of the foregoing training and experience.