

DEPUTY SUPERVISOR

DISTINGUISHING FEATURE OF THE CLASS:

IN THE CASE OF THIS POSITION, THE WORK INVOLVES BOTH WORKING WITH THE SUPERVISOR, FOR THE PURPOSE OF ASSISTING AND LEARNING THE WORK OF THE POSITION. THE POSITION ALSO ENTAILS THE RESPONSIBILITY OF FUNCTIONING INDEPENDENTLY IN THE ABSENCE OR INCAPACITATION OF THE SUPERVISOR. THE GENERAL WORK OF THIS POSITION CAN BE CHARACTERIZED AS ADMINISTRATIVE IN NATURE. THIS INCLUDES CORRESPONDENCE, ACCOUNTING, AND MANAGERIAL DECISIONS. THE POSITION WILL FUNCTION GENERALLY IF NOT EXCLUSIVELY FROM THE TOWN HALL, UNLESS A SPECIFIC WORK TASK FORCES THE APPOINTEE TO ATTEND A MEETING, RUN AN ERRAND, OR ATTEND TO A TASK OUTSIDE THE OFFICE. WHEN ACTING DURING THE SUPERVISOR'S ABSENCE OR INCAPACITATION, THE DUTIES ALSO INCLUDE CONVENING AND RUNNING TOWN BOARD MEETINGS.

TYPICAL WORK ACTIVITIES:

ASSISTING THE SUPERVISOR WITH THE FILING OF REPORTS, DOCUMENTS, CORRESPONDENCE WITH THE TOWN BOARD, COUNTY, STATE, FEDERAL GOVERNMENT AND VARIOUS OUTSIDE ENTITIES.

PROVIDES CONSTITUENT ASSISTANCE IN THE OFFICE, BY PHONE, AND THROUGH CORRESPONDENCE.

HELPS TO MANAGE AND COORDINATE VARIOUS TOWN PROGRAMS, EVENTS, AND ASSETS (BUILDS/GROUNDS/STAFF/ETC.)

ASSISTS WITH FILING, MAIL, AND BANKING.

ASSISTS IN PROVIDING TOWN BOARD UPDATES, INCLUDING BUT NOT LIMITED TO MONTHLY REPORTS, THE SHARING OF CORRESPONDENCE, AND WORK IN SUPPORT OF THE BOARD'S VARIOUS COMMITTEES

ASSISTS UPDATING VARIOUS TOWN POLICIES (EMPLOYEE, WORKPLACE VIOLENCE, ETC.)

ASSIST IN SCHEDULING MEETINGS

ANY OR ALL OTHER WORK AS MAY BE REASONABLY ASSIGNED, INCLUDING THE UNDERSTOOD RESPONSIBILITY OF FILLING IN DURING THE ABSENCE OR INCAPACITATION OF THE SUPERVISOR.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

GOOD WRITTEN AND ORAL COMMUNICATION SKILLS

ABILITY TO DEAL COURTEOUSLY WITH THE PUBLIC, IRRESPECTIVE OF THE ISSUE

KNOWLEDGE OF COMPUTERS, BASIC COMPUTER SOFTWARE (WORD, EXCEL, ETC.), AND EMAIL BASICS

MINIMUM QUALIFICATIONS:

RESIDENT OF THE TOWN OF MOREHOUSE

**EXPERIENCE IN KEY COMPONENTS OF THE ABOVE WORK, OR COMMENSURATE
EDUCATION IN SAME.**