

DEPUTY VILLAGE MANAGER

239-A

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for assisting the Village Manager in overseeing operations and functions of the day-to-day activities and operations of village departments. An employee in this class assists in the direction and control of village employees and overseeing the formulation and enforcement of rules, regulations, ordinances, local laws and codes. Work is performed under the approval and direction of the Village Mayor and Village Manager and in accordance with the policies of the Board of Trustees. Supervision is exercised over a number of employees.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Assists in the coordination of work of all village employees and departments;

Assists in the development and enforcement of policies, rules, regulations, resolution, ordinances and local laws in conjunction with the appropriate department heads;

Insures expeditious responses to inquiries by village residents or other interested persons concerning village government, operations and services;

Oversees the operation of the municipal building department;

Assists the Village Manager in investigating complaints regarding department programs and policies as well as violations of Uniform Fire Prevention and Building Code or zoning requirements;

May serve as Liaison to other State, Federal, County or local governmental agencies or to interested public or private organizations;

Keeps village residents informed of policies, procedures and plans for delivery of governmental services;

May review the work of various departments within his/her scope of responsibility to determine work quality, meeting of department standards and ways of better delivery;

Assists in the preparation and maintenance of the annual operating budget for the Village;

Performs and discharges such other duties and responsibilities as may, from time to time, be assigned by the Mayor, Village Manager or Trustees.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-

TERISTICS: Thorough knowledge of the principles, practices and organization of municipal government administration; good knowledge of budget preparation and expenditure controls; good knowledge of the principles and practices of supervision; ability to interpret and understand complicated written material, such as statutes, codes or regulations; ability to establish and maintain cooperative relationships with other employees, public officials, vendors, contractors and the general public; ability to present ideas clearly both orally and in writing; ability to operate a personal computer and utilize common office software programs, including word processing, spreadsheets and database; integrity; honesty. good judgment.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree or higher in Economics, Public Administration, Business Administration or Governmental Studies and three (3) years of experience in municipal government, at least one year of which must have

been in an administrative or supervisory capacity; or

- (B) Completion of sixty (60) credit hours at a regionally accredited college or university or one accredited by the New York State Board of Regents and which shall have included coursework in Economics, Public Administration, Business Administration, Governmental Studies and five (5) years of experience in municipal government, at least two (2) years of which must have been in an administrative or supervisory capacity.

SPECIAL REQUIREMENTS: Candidate must possess and maintain a valid appropriate class driver's license.

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Originated: 7/25/07
Jurisdictional Class: Non-Competitive
Public Hearing: Pending
NYS Civil Service Commission Approval: Pending

Removed from Classplan 5/23/08
Revised and placed in Draft on 6/22/2010
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