



CIVIL DIVISION
CLASS SPECIFICATION

Deputy Supervisor

DATE ADOPTED: 9/17/87

LAST REVISION: 2/25/26

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DISTINGUISHING FEATURES OF THE CLASS:

This is a responsible managerial or administrative position in a Town government. The incumbent will serve as a personal appointee of the Supervisor and will function in a variety of capacities as directed by the Supervisor. General direction is received from the Supervisor and advice or direction may be received from the Town Board. Supervision may be exercised over others.

TYPICAL WORK ACTIVITIES:

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Functions as Supervisor when designated or in absence of Supervisor;
2. Presides over Town Board and other meetings in absence of Supervisor;
3. Attends meetings, conferences and workshops as a representative of the Town;
4. Performs all projects assigned by Supervisor; periodically updates Supervisor on progress of projects;
5. Acts as authorized signatory on various financial drafts, negotiable instruments and financial records for the Town;
6. Responds to requests for information and holds meetings for the press and the general public;
7. May supervise or coordinate the activities of Town departments;
8. May participate in labor relations, contract negotiations, civil service and other personnel management activities for the Town;
9. May participate in preparation and administration of Town budgets;
10. May act as liaison for Town with Federal, State and County government agencies, and with other local municipalities.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

Good knowledge of the organization, characteristics and needs of local municipalities; good knowledge of the principles and practices of public administration; ability to develop effective management techniques; ability to learn the principles and requirements of public finance and budget administration; ability to develop and maintain effective working relationships with others, including other Town employees, officials of other governmental agencies, the press and media, and the general public; ability to communicate effectively, both orally and in writing; good judgment; honesty; integrity; tact; physical condition commensurate with the demands of the position.



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MINIMUM QUALIFICATIONS (Recommended Only):

- EITHER: (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in public or business administration, political science, government, law, economics, finance or in a related field;
- OR: (B) Four (4) years of responsible managerial or administrative work experience;
- OR: (C) An equivalent combination of training and experience as indicated in (A) and (B) above.

NOTE: Your degree or college credit must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.

CIVIL DIVISION USE ONLY:

JURISDICTIONAL CLASSIFICATION: Exempt
REVISION HISTORY: 9/17/87 2/25/26