

# **DEPUTY SUPERVISOR**

**Department: Supervisor**  
**Classification: Exempt**  
**Specification Number: 1010**  
**Approved: 11/4/21**  
**Revised: By JG**

## **MINIMUM QUALIFICATIONS**

**This position is in the exempt class; therefore, there are no minimum qualifications.**

## **DISTINGUISHING FEATURES OF THE CLASS**

**This is a highly responsible position in that an employee in this class is empowered to act generally for and in behalf of the Supervisor at all times. An employee in this class exercises independent judgment in daily dealing with the media, the public, community groups and/or other municipal jurisdictions and divisions. The employee also acts as a confidential assistant to the Supervisor. General supervision is exercised on behalf of the Supervisor over all subordinate administrative and clerical personnel. Work is performed under the general direction of the Supervisor. Does related work as required by the Town Supervisor.**

## **TYPICAL WORK ACTIVITIES**

- May manage several administrative functions as assigned by the Town Supervisor;**
- May represent the Supervisor in dealing with the Town Board and in all official capacities;**
- Assists the Supervisor in developing and implementing policy and programs concerning Town government;**
- Attends Town Board meetings in order to keep abreast of current Town problems, activities and concerns;**
- May preside, as a non-voting member, at meetings of the Town Board in the absence of the Supervisor;**
- May assist the Supervisor in administering the annual budget;**
- May act as liaison between the Supervisor and various interested parties, officials and community groups;**
- May meet with or schedule meetings with the media to issue press releases and reports on town projects.**

## **KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS**

**Thorough knowledge of organization, rules, policies and fiscal condition of the Town;**  
**good knowledge of public relations; good knowledge of personnel and business administration; ability to supervise; ability to initiate and respond to correspondence; ability to express ideas clearly and effectively, both orally and in writing; ability to get along well with others; physical condition commensurate with the demands of the position.**