

# **DIRECTOR OF LABOR RELATIONS**

**Department: Supervisor**  
**Classification: Non-Competitive**  
**Specification Number: 1075**  
**Approved: 11/12/21**  
**Revised: By JG**

## **MINIMUM QUALIFICATIONS**

**Graduation from a college with federally-authorized accreditation or registration by New York State with a Bachelor's Degree, and five (5) years of responsible experience in the field of labor relations.**

**NOTE: Additional relevant graduate level education from a college with federally-authorized accreditation or registration by New York State will be substituted for experience on a year-for-year basis up to a maximum of two (2) years.**

## **DISTINGUISHING FEATURES OF THE CLASS**

**An employee of this class performs professional, responsible duties in the negotiation and administration of employee labor contracts for the Town. In the performance of duties, considerable independence of action and judgment is exercised. Work is performed under the general supervision of the Town Supervisor through meetings, conferences and written reports. Does related work as required.**

## **TYPICAL WORK ACTIVITIES**

**Represents the Town in collective bargaining negotiations and in settling grievances;**  
**Assures fairness and equity in public employer-employee relations;**  
**Provides data to Town officials concerning working conditions, salaries, fringe benefits and other pertinent situations within the Town;**  
**Examines charges of unfair labor practices and questions concerning the representation of employees for the purpose of collective bargaining;**  
**Ensures that contract terms are in accordance with the Taylor Law;**  
**Participates in the formulation of policy decisions regarding Employee Benefits and Labor Relations;**  
**May Serve as Section 75 Hearing Officer or assigns a designee;**  
**May serve as Trustee on a Union Benefit Fund.**

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

**Thorough knowledge of the principles of labor relations and familiarity with labor negotiations; thorough knowledge of the principles, practices, methods and techniques of public personnel administration, good knowledge of civil service law, good knowledge of recent developments, current literature and sources of information in public relations; good knowledge of statistical concepts and methods; ability to establish and maintain effective working relationships and maintain liaison with administrators, department heads and public officials; ability to analyze facts and exercise sound judgment in solving complex procedural and technical problems; ability to prepare and present cohesive studies, reports and analyses; physical condition commensurate with the demands of the position.**