

# **EXECUTIVE ASSISTANT TO TOWN COMMISSIONER OF PUBLIC SAFETY ENFORCEMENT**

**Department: Public Safety Enforcement**

**Classification: Non-competitive**

**Specification Number: 4230**

**Approved: 10/12/21**

**Revised: By JG**

## **MINIMUM QUALIFICATIONS**

**Either:**

- a) Graduation from a college with federally-authorized accreditation or registration by NY State with a Bachelor's Degree and three (3) years of experience in public or business administration; or,
- b) Graduation from a standard senior high school or possession of a high school equivalency diploma and seven (7) years of experience in public or business administration; or,
- c) An equivalent combination of education and experience as defined by the limits of (a) and (b).

## **DISTINGUISHING FEATURES OF THE CLASS**

An employee in this class assists the Commissioner of Public Safety Enforcement in the planning and coordination of all departmental programs and policies. Under general supervision, the employee performs administrative studies and assignments to assist the Commissioner in the management of departmental operations. The scope of work may include development and implementation of new programs, evaluation of existing department services, acting as liaison between the Commissioner's office and other departments, and representing the Commissioner at governmental and public functions relating to Public Safety. The employee exercises considerable independent judgment and initiative within broad policy guidelines. Work is reviewed by the Commissioner through consultation, periodic conferences and written reports. Does related work as required.

## **TYPICAL WORK ACTIVITIES**

- Performs studies of department organization and procedures and recommends changes to improve the quality and effectiveness of department programs and services;
- Participates in the planning, development and implementation of new safety projects carried out by the department;
- Acts as liaison between the Commissioner and other departments, community groups and the general public;
- Handles confidential matters for the Commissioner;
- Evaluates the training needs of department employees and recommends programs for meeting those needs;
- Performs other duties as may be required by the Department Head.

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

Thorough knowledge of the principles and procedures of public administration; thorough knowledge of the methods and techniques of modern safety management and organization; good knowledge of the sources of safety information, methods and techniques used in administrative research; ability to promote and maintain effective public relations and good working relationships with other department heads, public officials and representatives of commercial and community organizations; ability to express oneself clearly and concisely, both orally and in writing; physical condition commensurate with the demands of the position.