

ALL JOB DESCRIPTIONS ARE LISTED IN ALPHABETICAL ORDER

Attorneys

Town Attorney

The Town is seeking a qualified attorney with significant experience in municipal law matters to serve as an Independent Contractor for the period from January 1, 2016 – December 31, 2016. Applicants should have at least three (3) years experience in handling matters of municipal law.

Responsibilities include

Attendance at all regular and special Town Board meetings;

Assistance to Town Board members and other Town officials in the drafting of resolutions and local laws;

Rendering legal advice relating to Town matters to the Supervisor, Town Board members and other officials of East Greenbush;

Consulting with Town officials relating to the review of contracts;

Consulting with Town Board members and other Town officials about litigation and administrative proceedings involving the Town, provided that the services set forth herein do not include actual representation in litigated matters;

Handle routine real estate matters for the Town such as transfers of land, easements and rights of way;

Other matters as may be agreed by the parties.

Submission Requirements

An up-to-date resume with a listing of at least two (2) professional references.

Please include a summary of your experience with emphasis on similar work performed.

Deputy Town Attorney

The Town is seeking a qualified attorney with significant experience in municipal law matters to serve as an Independent Contractor for the period from January 1, 2016 – December 31, 2016. Applicants should have at least three (3) years experience in handling matters of municipal law.

The role of the Deputy Town Attorney is primarily to serve as vehicle and traffic prosecutor. In certain instances, it may be necessary for the Deputy Town Attorney to stand in for the Town Attorney if a conflict of interest or scheduling problem arises.

Submission Requirements

An up-to-date resume with a listing of at least two (2) professional references.

Please include a summary of your experience with emphasis on similar work performed.

Planning Board Attorney

The Town is seeking a qualified attorney with significant experience in municipal law matters to serve as an Independent Contractor for the period from January 1, 2016 – December 31, 2016. Applicants should have at least three (3) years experience in handling matters of municipal law.

The responsibilities of the Planning Board Attorney include

Attend all meetings of the Town of East Greenbush Planning Board;

Be available for consultation on planning issues with members of the Planning Board and the Town's Director of Planning and Zoning on an as-needed basis;

Be available for consultation on planning issues with the Town Supervisor and members of the Town Board on an as-needed basis.

Submission Requirements

An up-to-date resume with a listing of at least two (2) professional references.

Please include a summary of your experience with emphasis on similar work performed.

Zoning Board of Appeals Attorney

The Town is seeking a qualified attorney with significant experience in municipal law matters to serve as an Independent Contractor for the period from January 1, 2016 – December 31, 2016. Applicants should have at least three (3) years experience in handling matters of municipal law.

The responsibilities of the Zoning Board of Appeals Attorney include

Attend all meetings of the Town of East Greenbush Zoning Board of Appeals;

Be available for consultation on zoning issues with members of the Zoning Board of Appeals and the Town's Director of Planning and Zoning on an as-needed basis;

Be available for consultation on zoning issues with the Town Supervisor and members of the Town Board on an as-needed basis.

Submission Requirements

An up-to-date resume with a listing of at least two (2) professional references.

Please include a summary of your experience with emphasis on similar work performed.

Bookkeeper to Supervisor PT

The bookkeeper to the Supervisor works directly with the Supervisor and Director of finance on a part time basis.

Responsibilities of the Bookkeeper to the Supervisor include

Prepare financial reports;

Provide clerical and administrative support to the Supervisor and Director of Finance as needed;

Process payroll in a timely manner;

Data entry as needed;

Assist the Director of Finance to prepare the annual budget.

Qualifications

Knowledge of bookkeeping and a general familiarity with generally accepted accounting principles.

Associate's degree in bookkeeping or business administration or high school diploma or equivalency with at least two years bookkeeping experience.

Clerk PT

The Clerk PT independently performs routine clerical work and/or assists in performing more difficult and responsible clerical work as required. The work is primarily of a routine nature and involves the performance of standardized clerical tasks. Although detailed instructions are given for new or difficult assignments, employees must exercise independent judgment in applying them to specific cases.

Required Knowledge, Skills and Abilities

Working knowledge of office terminology, procedures and equipment; working knowledge of business arithmetic and English; ability to understand and follow oral and written instructions; clerical aptitude; mental alertness; neatness; accuracy; and tact and courtesy.

Minimum Qualifications

None is required.

Commissioner of Public Works

The Commissioner of Public Works has charge of all matters involved in planning, design, construction, repair and maintenance of the Town's physical properties, including buildings, highway pavement and drainage systems, Water and Sewer Infrastructure, Parks, Transfer Station and Waste Water Treatment Plant. The Commissioner recommends initiates and implements public works policy, provides departmental leadership, and oversees budget development, personnel management and administration of all departmental activities.

Responsibilities include

Oversees and directs the operation of the Department of Public Works;

Responds to emergency situations involving Town personnel, equipment or buildings, or the general welfare of the public;

Assures safe work practices and a safe work environment for all DPW employees;

Works to instill confidence, high morale and enthusiasm in all staff; works to ensure effective communications with staff and other Town departments;

Confers with Town officials and the public to provide information and to resolve issues regarding public works projects and plans;

Directs and supervises environmental compliance, restoration, pollution prevention, energy conservation and impact analysis programs for all Town buildings and facilities;

Maintains and evaluates existing Town facilities;

Supervises the purchase of equipment for the department;

Directs the preparation of the annual departmental budget and justifies budget requests before the Town Supervisor, and Town Board members at Board meetings;

Directs the expenditure of departmental fund allocations within the constraints of approved budgets;

Confers with federal and state agencies and other municipalities on shared services projects;

Oversees and directs staff development and training;

Oversees employee performance evaluation;

Oversees the issuance of Water and Sewer permits and inspection.

Minimum Qualifications

Five (5) years experience in municipal public works administration, engineering and construction.

Considerable knowledge of the principles and practices of technical and practical knowledge of the materials, methods and techniques relative to public works projects and issues.

Five (5) years experience in personnel management.

Experience with public accounting and budgets.

Excellent management and leadership skills. Proven labor relations skills. Excellent customer service and public relations skills.

Valid New York State motor vehicle operator's license.

Comptroller

An ideal candidate is enthusiastic, detail-oriented individual with knowledge of accounting.

Minimum Requirements

- East Greenbush residency is a requirement.
- Candidate should have a four-year degree in Business, Finance or Accounting, or equivalent work experience.
- Excellent oral and written communication skills.
- Ability to present in public forums in a clear and concise manner.
- Ability to work with a diverse population.

Essential Duties and Responsibilities

- Receive, record, and authorize requests for disbursements in accordance with company policies and procedures
- Assist Department Heads, Supervisor, and Town Board in the preparation of the annual budget
- With Department Heads and Town Board, monitor annual budget and report on significant variance
- Advise the Town Board on all fiscal matters and facilitate sound decision making on their part
- Prepare or direct preparation of financial statements, business activity reports, financial position forecasts, annual budgets, or reports required by regulatory agencies
- Advise management on short-term and long-term financial objectives, policies and actions
- Cash Management and forecasting
- Responsible for the issuance, maintenance, and management of all bonded indebtedness and other loans
- Maintain current knowledge of organizational policies and procedures, federal and state policies and directives, and current accounting standards
- Develop internal control policies, guidelines, and procedures for activities such as budget administration, cash and credit management, and accounting
- Attend all Legislative meetings for the purpose of assisting the Board

Necessary Knowledge, Skills and Abilities

- Fund Accounting Experience (A/P, A/R, Accruals), Knowledge of GAAP
- Ability to communicate in a clear and effective manner
- Cash Management Skills
- Financial Reporting Experience
- Experience developing an annual budget and variance reporting
- Advanced Excel Skills

COURT CLERK

DISTINGUISHING FEATURES OF THE CLASS: The duties of this position is to direct and prepare the Criminal, Traffic, administrative and financial procedures following the requirements mandated by the Unified Court System, the Uniform Justice Court Act and the Court Administration System of New York State. A Court Clerk works under the supervision of the Town Justices and Town Supervisor. A Court Clerk also does related duties as required.

TYPICAL WORK ACTIVITIES:

Interact in a professional manner with the general public, attorneys, government agencies, arresting agencies and other courts and entities; prepare, attend and report court proceedings and other special hearings plus Criminal Court with special procedures; Answer telephone requests promptly; Compose and type letters to attorneys, defendants and government agencies with whom the court must communicate and other entities with which the Court is involved;

Sort, alphabetize, docket, file and enter information on the computer for various court related tickets and cases; Open, sort, prepare and dispose of mail cases; Prepare trial notices, fine letters and receipts; Dispose of case promptly; File all completed court cases alphabetically; Prepare docket and assist in the proper procedures for civil actions; Complete reports for Audit and Control in the period given each month; Reconcile cash receipts, checkbook, and financial records for the Court; Write receipts and complete court cases as necessary; Deposit money according to procedures from Audit and Control; Perform miscellaneous duties as required by the Judges;

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good working knowledge of the court system; good knowledge of the use of computers; good clerical aptitude; good administrative skills; ability to follow oral and written instructions; ability to deal effectively with people; good organizational skills; ability to perform data entry tasks; initiative; dependability; tact and courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school **and** two (2) years of clerical experience in a court system.

Director of Finance

The Director of Finance performs a wide range of duties including some or all of the following:

Responsibilities include:

Prepare Supervisor's annual budget in consultation with the Supervisor and Town Comptroller;

Develop and maintain timely and accurate financial statements and reports;

Document and maintain complete and accurate supporting information for all financial transactions;

Oversee the bookkeeping function;

Develop and implement policies and procedures to ensure that personnel and financial information is secure and stored in compliance with current legislation;

Liaise with the Finance Committee as appropriate;

Assist the Supervisor with financial reporting as required at Board meetings;

Oversee all payroll functions to ensure that employees are paid in a timely and accurate manner;

Manage employee insurance and benefits plans;

Advise on appropriate technology that meets the organization's information requirements and financial resources.

Qualifications

University degree or college diploma in Accounting, Business Management or Public Administration. Masters degree preferred.

Minimum of three years experience in public finance.

Director of Planning and Zoning

The ideal candidate is enthusiastic, detail-oriented individual with knowledge of all phases of Planning.

MINIMUM REQUIREMENTS:

Must reside within the Town of East Greenbush. Four year degree or equivalent work experience in planning preferred. Excellent oral and written communication skills. Ability to present in public forums in a clear and concise manner. Ability to work with a diverse population.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Ability to attend Planning Board and Zoning Board Meetings as scheduled
- Conduct SEQRA Coordinated Review
- Calculate Development fees in accordance with Town's Western GIS and draft fee letters to developers
- Review and Coordinate approval of updated road and drainage design standards
- Attend monthly Capital District Transportation Committee Planning Committee meetings
- Manage Town's Transportation Improvement Program (TIP) Projects
- Interpret PDDs and Site Plans to ensure compliance with Town's 2012 Comprehensive Zoning
- Law amendment to include Sunset Clause for PDDs and Site Plans
- Develop and implement new Planning Board application process
- MS4 Annual Report and Program
- Grant Applications and Funding
- Geographic Information Systems
- Develop Planning and Zoning Department Budgets
- Draft Resolutions for Town Board Meetings

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of GIS, file management procedures, record keeping and records management
- Skill in presenting technical information to the general public, boards, commissions and elected officials in a clear and concise manner.
- Skill in reading, interpreting, understanding and applying planning standards and procedures, applicable Federal rules and regulations, and Town policies and procedures

- Skill in working under pressure of deadlines, and establishing and maintaining cooperative working relationships with employees, officials, and other agencies and the general public.
- Skill in operating a personal computer utilizing a variety of business software in effective oral and written communication.
- Proficiency with Word, PowerPoint, Excel, GIS and CAD computer applications

Purchasing Agent

The Purchasing Agent is responsible for purchasing a large variety of goods and services for the Town, maintaining organized purchasing history records, and related tasks as required.

Responsibilities include:

- Obtain competitive prices on requisitioned supplies and equipment, issues purchase orders and schedules deliveries;
- Reviews requisition requests with Department Heads to determine if specifications, prices and quantities are correct before shopping for or ordering supplies and services;
- Ensure that proper budget or chargeback codes are recorded on Purchase Orders;
- Review requisitions for other departments to determine if product or service is already available or on contract;
- Prepare and assist in the preparation of bid specifications and make recommendations regarding the awarding of contracts;
- Obtain comparative pricing on requisitioned supplies, services and/or equipment to determine if a lower price may be possible;
- Work with vendors and departments to reduce costs by utilizing alternative products, types of packaging or purchase quantities;
- Issue purchasing orders and schedule deliveries;
- Locate and evaluate new sources of supply;
- Interview vendors and explain purchasing policies;
- Maintain records on purchasing operations and prepare required reports;
- Follow up with vendors to ensure prompt deliveries.

Minimum Qualifications

Either

- (a) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree and one (1) year of experience in the large scale purchase of a variety of commodities; **or**

- (b) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in business administration or related field and three (3) years of experience in the large scale purchase of a variety of commodities; **or**
- (c) Graduation from high school or possession of a high school equivalency diploma and five (5) years of experience in the large scale purchase of a variety of commodities.

REAL PROPERTY APPRAISAL AIDE

DISTINGUISHING FEATURES OF THE CLASS: This position exists in the Town Assessor's Office and involves responsibility for performing technical tasks in assisting the Assessor with collecting data, evaluating and assessing individual properties for taxation. Duties also involve maintaining files, computer file content sheets, property record cards and related property assessment materials. The work is performed under close supervision of the Town Assessor with gradual leeway allowed for the exercise of independent judgment in carrying out details of the work assignments. An incumbent of this position will ultimately acquire the knowledge, skills and abilities needed to be appointed Assessor.

A Real Property Appraisal Aide also does related work as required.

TYPICAL WORK ACTIVITIES:

- Assists Assessor with data collection and other assessment duties;
- Evaluating all types of real estate, reviewing appraisals with local officials, making preliminary reviews and analyzing appraisal reports from outside appraisers;
- Reviewing deeds and other property records to extract pertinent information;
- Maintains files, computer file content sheets, property record cards and related property assessment materials;
- Assists the Assessor in matters relating to public relations;
- Confering with taxpayers and Assessors to explain factors used in determining valuation;
- Assists the Assessor with taxpayer complaints and grievance procedures;
- Handles correspondence and telephone messages;
- Updates the Property Record Cards' sketches and other information and reviews data on such card with owners when available;
- Enters pertinent data from the building permit into workbook for the Assessor/Data Collector's daily use;
- Takes photographs to verify dimensions against blueprints and/or building permits, as required;
- Does follow-up on building permits through the course of construction and reports such information to Building Inspector;
- Drafts designs of parcels onto Property Record Cards after reviewing blueprints;
- At Assessor's request, does field review of parcels and properties, including recent sales;
- Responds to requests from the public for information on roads and location of parcels.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of office terminology, procedures and equipment; working knowledge of

modern property assessment methods; demonstrated ability to read and understand documents of a legal nature relations to property valuation and assessment work; ability to collect and record property valuation information from a variety of sources; ability to deal effectively with the public; good judgment; resourcefulness; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (a) Graduation from high school **and** one (1) year of experience in the real property valuation field, building construction, building development, or in a skilled building trade; **or**

- (b) Graduation from a regionally accredited or New York State registered two-year college or university with an Associate's Degree **and** six (6) months of experience in the real property valuation field, building construction, building development, or in a skilled building trade; **or**

- (c) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree.

Recreation Assistant PT- Seniors

Assist with all senior programming, trips, and events

Reports to Community and Recreation Director/Town Services Coordinator

Hours are days, evenings and weekends

Requirements:

A high school diploma and least 2 years experience working with and planning programs for senior adults.

A pleasant personality and ability to work with a diverse population.

Recreation Assistant PT- Youth

Assist with after school and summer programs, holiday events, and other youth programs

Reports to Community and Recreation Director/ Town Services Coordinator

Hours are days, evenings, and weekends

Requirements:

A high school diploma and at least 2 years working and planning programs for youth.

Flexible and Reliable

Some computer experience required

SECRETARY

GENERAL STATEMENT OF DUTIES: Performs highly difficult, complex and responsible office work as the secretary for a high-level administrative official or as the supervisor of a large office unit; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This class is characterized by a high degree of secretarial or supervisory responsibility calling for mature office judgment and for knowledge of the policies, laws and regulations relating to the program of the agency in which the position is located. This position is distinguished from other positions in the general clerical field by relatively increased secretarial responsibilities resulting from the scope and importance of the program which her superior administers, by greater complexity of related clerical duties, by supervision of a large number of subordinate office employees, or by any combination of these factors. The position often includes only a limited amount of taking and transcribing dictation, but may be required to make a stenographic record of interviews, informal hearings or conferences.

EXAMPLES OF WORK: (Illustrative only)

Serves as secretary to an administrative official by assisting in maintaining contacts with units under his supervision, screening material submitted by staff members for compliance with procedures and policies before forwarding it to superior for actin or decision, scheduling appointments, answering a variety of inquiries by telephone and in person, and by preparing answers to correspondence for her superior's signature: Collects information to be used as a basis for reports and memorandum, and prepares summaries and reports of various phase of the agency's program; Maintains personal files for her superior, and may direct the operation of the files system of the agency; Receives and reads all mail addressed to her superior, personally answering many letters and attaching background material to those referred to superior for decision; Keeps complex records of activities of the agency; May take and transcribe stenographic records of discussions, informal conferences and similar meetings; Subject to general direction from an administrative official, supervises the work of a number of clerks, stenographers, typists, file clerks and other office employees; Assigns work, furnishes guidance while work is in process and reviews finished work on completion; Maintain office discipline and output; Trans new employees.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Thorough knowledge of modern office practices; procedures and equipment, thorough knowledge of business arithmetic and English;

ability to readily acquire familiarity with agency organization functions, laws, policies and regulations; ability to understand and follow complex oral and written directions; ability to handle routine administrative details independently, including the composition of letters and memoranda without dictation; ability to carry on effective public relations activities with operating officials and the general public; good judgment in solving complex clerical problems; initiative; resourcefulness; tact and courtesy.

ACCEPTABLE EXPERIENCE AND TRAINING: Four years of progressively responsible experience in clerical work and graduation from high school;

Town Historian

The Town Historian reports directly to the Town Supervisor.

Responsibilities of the Town Historian include

Promote the establishment and improvement of programs for the management and preservation of local government records with enduring value for historical or other research;

Encourage the coordinated collection and preservation of non-governmental historical records by libraries, historical societies and other repositories;

Carry out and actively encourage historical research on the Town's history;

Add to the knowledge, understanding and appreciation of the community's history.

Qualifications

A bachelor's degree in history or a related field.

Experience in historical research or working in archives, libraries or other repositories of historical information.

Town Services Coordinator

Responsibilities include:

Developing specialty programs to meet the needs of the community.

Representing the Town to external organizations and corporations, communicating and informing about services, programs, and outreach opportunities and ensuring the highest level of customer service and professionalism in all interactions.

Serving as the primary representative and contact person for community outreach initiatives, including initiating and maintaining relationships with community organizations and representing the Town at community events as the primary representative and contact person for community outreach initiatives.

Coordinating all aspects of outreach events, including planning, budget, media involvement, and appropriate follow-up afterwards.

Coordinating activities for youth, senior citizens, teen, and adult residents.

Seeking to continually enhance current events to increase participation and results as well as develop creative activities and opportunities to engage audiences and thus introduce them to the Town's offerings and services.

Coordinating internal Town Events and special activities as requested.

Developing Summer Camp curriculum, programming, and activities.

Supervision, training and evaluation of Assistant Director, Camp Director, and all Summer Camp Staff.

Maintenance of social media and website, and paper publication communication.

Requirements:

- (a) A Master's Degree in Public Relations and one year of experience in event planning, public relations, working with children and senior population including curriculum development and activity planning, correspondence writing and social media and web communications and supervisory experience.

or

(b) A Bachelor's Degree in Public Relations and three years of experience in event planning, public relations, working with children and senior population including curriculum development and activity planning, correspondence writing and social media and web communications and supervisory experience.

or

(c) A high school diploma with at least 5 years of experience in event planning, public relations, working with children and senior population including curriculum development and activity planning, correspondence writing and social media and web communications and supervisory experience.

Typist PT

The Typist PT assists other staff with typing and related clerical functions.

The responsibilities of the Typist PT include

Typing and filing documents;

Answer phones and interact with staff and residents in a positive manner;

Take and deliver messages;

Sort and distribute incoming mail;

Help organize office activities.

Qualifications

Knowledge of typing.

Working knowledge of computers and word processing programs.

High school diploma or equivalency.

At least one (1) year's experience working in an office.