

# TOMPKINS COUNTY CIVIL SERVICE VACANCY

Inclusion Through Diversity



## OPEN TO THE PUBLIC

Tompkins County Department of Human Resources Office  
125 E. Court Street  
Ithaca, NY 14850  
(607) 274-5526

**Tompkins County is an Equal Opportunity/Affirmative Action employer. Minorities and women are encouraged to apply**

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**TITLE:** County Administrator

**SALARY:** Range of \$117,083 to \$127,234 per year - 2017 rate.

**LOCATION:** Tompkins County Office of County Administration

**TYPE OF EMPLOYMENT:** Full-time permanent FLSA and Civil Service Exempt appointment.

**ISSUE DATE:** 07/27/17

**THE FINAL DATE TO FILE APPLICATIONS:** 10/01/17

**DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING:** 10/02/17

**RESIDENCY WAIVED**

**LOCATION OF THE POSITION/VACANCY:**

There is currently one full-time 40-hour per week opportunity in the title of County Administrator located in the Tompkins County Office of County Administration. This is an Exempt Class civil service appointment (no test and at-will). The position is FLSA Exempt, meaning that it is a salaried position. However, the county does allow for the accumulation of compensatory time on an hour-for-hour basis for all hours over 80 in a two-week pay cycle. This position is appointed by and serves at the discretion of the Tompkins County Legislature. The County Administrator has access to either the New York State Voluntary Defined Contribution (VDC) Program (a flexible, rapidly vesting alternative) or the New York State Retirement System - Tier 6. More information on the VDC is here: <https://www.tiaa.org/public/ms/nyvdc/employee.html> Information on the New York State retirement system is here: [http://osc.state.ny.us/retire/employers/tier-6/ers\\_comparison.php](http://osc.state.ny.us/retire/employers/tier-6/ers_comparison.php) The employee has access to an Excellus administered platinum health insurance plan and other components of an excellent benefits package. You must submit your completed application no later than 4:30 PM on the final filing date.

**PLEASE NOTE THAT THE FINAL FILING PERIOD HAS BEEN EXTENDED TO OCTOBER 1.**

**MINIMUM QUALIFICATIONS:**

- (a) Graduation from an accredited college or university with a Master's Degree in Business or Public Administration or a related field **AND** eight years of administrative and management experience; **OR**
- (b) Graduation from an accredited college or university with a Bachelor's Degree in Business or Public Administration or a related field **AND** ten years of administrative or management experience; **OR**
- (c) Any combination of education and experience equal to or greater than that described in (a) and (b) above.

**SPECIAL REQUIREMENT:**

This position is considered to be a public officer. Pursuant to Article 3 of the NYS Public Officers law, the holder of this position must be a United States citizen and a resident of Tompkins County. Residency has been waived for recruitment but is required by law to maintain employment.

### **DISTINGUISHING FEATURES OF THE CLASS:**

This is a management position in the County of Tompkins which carries authority as the Chief Executive Officer and Administrative Head of the County. The County Administrator has all of the executive powers and performs all the duties conferred by law upon a county chief executive officer or head of the administrative branch of county government. The work involves responsibility for directing the administrative and budgeting activities of the county, including all county departments. The County Administrator is appointed by, is directly responsible to, and serves at the pleasure of the Tompkins County Legislature. Administrative direction is given to all county department heads and other administrative officials. The County Administrator appoints and supervises Deputies and other staff necessary to perform the duties of the office. The incumbent will perform all related duties as required.

### **TYPICAL WORK ACTIVITIES:**

The County Administrator is responsible for the overall administration of county government. He or she provides and coordinates staff services to the Legislature and the various Legislative committees. The duties include but are not limited to:

1. Supervise the implementation of policies as determined by the Tompkins County Legislature;
2. Appoint and remove (subject to consultation with and confirmation by the Tompkins County Legislature and in conformance with Civil Service law) all department heads who are not elected officials, except as otherwise provided by County Charter;
3. Exercise supervision and control of all departments headed by appointed officials and unify the management of their affairs, subject to applicable provisions of the Tompkins County Charter;
4. Oversee the activities of all County departments as authorized by the Tompkins County Legislature;
5. Obtain estimates of revenue and expenditures from all departments, offices and agencies and prepare, submit and execute an annual budget that promotes the effective, efficient and economical management of appropriate funds;
6. Work with, and coordinate the activities of, various departments and agencies to efficiently implement the directives of the Tompkins County Legislature;
7. Prepare proposals and make recommendations for the Legislature's consideration;
8. Supervise the implementation of contracts for services on behalf of the County.
9. Provide adequate insurance and surety bond coverage and/or administer adequate insurance reserves to protect the County from all reasonable risks of loss or damage;
10. Maintain the County's Administrative Policy Manual which defines the operating policies and procedures of the County;
11. Serve as the Freedom of Information Officer for the County;
12. Advise the Legislature on policy and procedural recommendations which will promote economy, efficiency and a high quality service;
13. Oversee the collective bargaining process in county negotiations with organized employee organizations;
14. Administer, promote and implement the county's initiatives based on a customer focus, data-based decision making, team building, and employee involvement;
15. Provide staff support for some Legislative committees;
16. Execute and enforce all resolutions, orders and laws enacted by the Tompkins County Legislature
17. The County Administrator possesses all powers and performs all other duties as may now, or hereafter, be conferred or imposed on the incumbent by the Tompkins County Legislature;
18. Oversee special projects of the Legislature.

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

- Comprehensive knowledge of the practices and procedures of public administration, especially as they relate to county government in New York State;
- Comprehensive knowledge of the practices and procedures involved in municipal budgeting and accounting;
- Strong written communication skills, including report writing, accounting, and public relations;
- Strong oral communication skills, including the ability to analyze complex problems and propose realistic solutions in a concise and clear manner;
- Ability to separate technical from policy choices, able to define the implications of those choices for the Legislature;
- Ability to plan, direct and supervise the work of others, while maintaining good working relationships;
- Tact, integrity, attention to detail, an excellent moral character, good judgment, and resourcefulness are all required traits;
- Proven experience with and commitment to the principles of quality management;

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## FURTHER INFORMATION AND INSTRUCTIONS

Falsification of any part of the "Application for Employment" will result in disqualification.

Accepted candidates will be notified when and where to appear for the examination. If you do not receive your notice to appear at least three days before the date of the written examination, call Tompkins County Department of Human Resources at 274-5526. If an application is disapproved, due notice will be sent. This department does not make formal acknowledgment of the receipt of an application or take responsibility for non-delivery or postal delay.

Applicants must answer every question on the application form and make sure that the application is complete in all respects. Incomplete applications will be disapproved.

**ACTIVE MILITARY PERSONNEL, VETERANS OR DISABLED VETERANS** desiring to claim additional credit will request the Veterans Credits application form, at any time between the date of application for examination(s) and the date of the establishment of the resulting eligible list. You must meet the requirements set by NYS for these credits and they may be used only once. **YOU MAY NOT CLAIM ADDITIONAL CREDITS AFTER THE ELIGIBLE LIST HAS BEEN ESTABLISHED. IT IS THE CANDIDATE'S RESPONSIBILITY TO REQUEST THE VETERANS CREDIT APPLICATION FORMS AND TO SUBMIT THESE FORMS AND ANY SUPPORTING PAPERWORK BEFORE THE ELIGIBLE LIST IS ESTABLISHED.**

Tompkins County's written examinations are prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations, which deal with the rating and review of the examinations apply.

The duration of the eligible lists may be fixed for a minimum of one and a maximum of four years and may be extended beyond four years if there has been a restriction against the filling of vacancies in that title.

The candidates must complete a separate "Application for Employment" for each open-competitive and/or promotional examination that the candidate is eligible to take.

All experience required meeting the acceptable training and experience is full-time experience. (Part-time experience will be credited on a prorated basis).

Appointment from an eligible list must be made from the top three candidates willing to accept the appointment.

Tompkins County is an Equal Opportunity Employer. As part of its efforts to provide employment opportunities to the physically handicapped, Tompkins County Civil Service has adopted a rule permitting the employment of qualified physically handicapped persons without competitive examination (pursuant to Section 55 of Civil Service Law). If you meet the minimum qualifications for this position and wish to know more about this rule, please contact the Tompkins County Department of Human Resources Office.

Unless otherwise notified, candidates are permitted to use quiet, hand-held, and solar or battery powered calculators. Devices with Typewriter Keyboards, Spell Checkers, Personal Digital Assistants, Address Books, Language Translators, Dictionaries or any similar devices are prohibited. You may not bring books or other reference materials.

**CROSS-FILING - APPLYING FOR CIVIL SERVICE EXAMINATIONS IN MULTIPLE JURISDICTIONS WHEN EXAMINATIONS ARE SCHEDULED ON THE SAME DATE:** When applying for examinations across multiple jurisdictions - all of which are scheduled on the same day - you must submit a Tompkins County Cross-Filing Form. This form must be submitted no later than 4:30 PM on the final filing date of the examination. On this form, list each examination that you are taking and then tell us where you would like to sit. The purpose is to ensure that all of the test materials for the various examinations that you are taking will be available in one location. If you do not provide the cross-filing form to us by the final filing date, we cannot ensure that we can accommodate your desire to cross-file. If any of the examinations are State level examinations, you must sit at the State test center. You will still need to complete the Tompkins County cross-filing form. If sitting at the State site, the State will notify you of when and where to report for your examination(s) and you should bring all admittance letters to the State site. If you are not taking a State examination, bring all admittance letters to your chosen testing site. If you have any question please call Tompkins County Department of Human Resources Department (607) 274-5526. The Cross File form is located at <http://www.tompkins-co.org/personnel/CivilSrvForms/index.html>

**FOR RELIGIOUS ACCOMMODATION AND HANDICAPPED PERSONS:** If special arrangements for testing are required, please indicate this on your application.

**ALL CANDIDATES FOR EMPLOYMENT FOR POSITIONS IN SCHOOL DISTRICTS AND BOCES GOVERNED BY TOMPKINS COUNTY CIVIL SERVICE MAY HAVE THE FOLLOWING SPECIAL REQUIREMENT. PER CHAPTER 180 OF THE LAWS OF 2000, AND BY REGULATIONS OF THE COMMISSIONER OF EDUCATION, TO BE EMPLOYED IN A POSITION DESIGNATED BY A SCHOOL DISTRICT OR BOCES AS INVOLVING DIRECT CONTACT WITH STUDENTS, A CLEARANCE FOR EMPLOYMENT FROM THE STATE EDUCATION DEPARTMENT IS REQUIRED.**

In conformance with Section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duties shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of firefighter or police officer killed in the line of duties in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.

**BACKGROUND INVESTIGATION:** Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

TOMPKINS COUNTY PERSONNEL DEPARTMENT, 125 EAST COURT STREET, ITHACA, NY 14850