

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

TITLE: Deputy County Administrator

SALARY: \$89,752 to \$97,510 per year

LOCATION: Tompkins County Office of County Administration

TYPE OF EMPLOYMENT: Full-time Exempt Class civil service position (At-will, no civil service test).

ISSUE DATE: 04/02/18

THE FINAL DATE TO FILE APPLICATIONS: 05/04/18

DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING: 05/05/18

RESIDENCY WAIVED

LOCATION OF POSITIONS / VACANCIES:

There is currently one full-time 40-hour per week opportunity of Deputy County Administrator located in the Tompkins County Office of County Administration. The position is FLSA Exempt, meaning that it is a salaried position. Hours in excess of 40 per week may at times be required, however, Tompkins County does compensate FLSA Exempt managers with compensatory time on a straight-time hour-for-hour basis. This is a fully benefits eligible position and the Deputy County Administrator will have access to a BC&BS administered Platinum health insurance plan, dental and vision insurance, NYS Retirement, a Deferred Compensation plan to supplement the State retirement, a flexible benefits program, etc. The employee will accrue ten days of vacation and six personal days per year. County employees also enjoy twelve paid holidays each year. This is an Exempt Class civil service appointment - meaning that the incumbent serves at the discretion of the County Administrator.

The Deputy County Administrator reports to the County Administrator and provides oversight of several departments, major projects, and interdepartmental initiatives. In addition, the Deputy County Administrator works closely with the County Legislature, community and business leaders, and other state and local governmental officials.

The Deputy Administrator will also work with the County Administrator in recommending an annual budget, making recommendations on appropriate matters of business, representing the County in dealing with various agencies and performing other duties assigned by the County Administrator.

Tompkins County's FY2018 adopted operating budget is \$180 million, powered by 750 employees in more than 30 departments, divisions and offices. In addition to the County Administrator and Deputy County Administrator the department has 7 FTEs which includes a Compliance Coordinator, Contracts/Risk Manager, STOP DWI Coordinator, Criminal Justice/Performance Management Coordinator; Budget Coordinator, Public Information Officer and administrative support. There is a culture of innovation in Tompkins County government, where collaboration and initiative are strongly encouraged.

THE IDEAL CANDIDATE:

The Deputy County Administrator will be someone who communicates well both verbally and in writing, and who is also a good listener. They will serve as a sounding board for the County Administrator, and must be able to interpret complex issues, and translate information in a manner which is easy to understand. The individual must have the capacity to foster and maintain partnerships across agencies and organizations that have similar objectives, while seeking to enhance the County's ability to meet the needs of the community. The ideal candidate will be civic-minded, self-motivated, and able to work in a fast-paced and demanding environment with high expectations for both producing work and managing staff. They will be a team-oriented and collaborative leader with experience in promoting a diverse, inclusive, culturally competent, and respectful workplace, with a strong commitment toward strategic innovative problem solving, customer service, and performance excellence.

The Deputy Administrator will have a proven track record in building and maintaining morale through effective teambuilding, advocacy and consistency in approach, as well as demonstrated commitment toward continued training and professional development for staff in order to build skills, achieve performance excellence, and advance desired growth potential. The ideal candidate will be someone who has successfully led divisions, departments, or local government organizations with strong leadership and fairness as well as with patience, humility, and a sense of humor. This person will bring a strategic perspective, be able to see beyond the immediate pressures, and stay focused on the important long-term objectives. They will be innovative, and will review and improve business and operational processes while embracing change. Finally, the Deputy Administrator will represent the County Administrator in a variety of formal and informal settings, be expected to appropriately represent the interests of the County, the County Legislature and County Administration.

MINIMUM QUALIFICATIONS:

- (a) Graduation from a regionally accredited or New York State registered college or university with a Masters Degree in the Social Sciences, Planning or Public Administration, Accounting, Business Administration, Economics, Law or any other advanced degree in a related field **AND** three years of progressively responsible full time paid (or the equivalent part time and/or volunteer) administrative and management experience; **OR**
- (b) Graduation from a regionally accredited or New York State registered four year college or university with a Bachelors degree in the Social Sciences, Planning or Public Administration, Accounting, Business Administration, Economics, or a related field **AND** five years of progressively responsible full time paid (or the equivalent part time and/or volunteer) administrative and management experience; **OR**
- (c) Any combination of training and experience equal to or greater than that described in (a), or (b) above.

DISTINGUISHING FEATURES OF THE CLASS:

This is an executive level management position responsible for assisting with the budget, administrative, planning and coordination duties of the County Administrator. The work involves coordination of Administration staff, as well as administrative and fiscal management of departments, programs and agencies. The incumbent is expected to foster a supportive, collaborative and diverse work environment utilizing modern management techniques to improve the efficiency and effectiveness of all County services. The work is performed under the general supervision of the County Administrator. The incumbent is authorized to act for or on behalf of the County Administrator during his or her absence. The incumbent will perform all other related duties as required.

TYPICAL WORK ACTIVITIES:

The Deputy County Administrator is responsible for coordinating and overseeing the administrative and fiscal management activities of administrative staff in support of County departments and agencies. The duties include but are not limited to:

- Assisting the County Administrator with the supervision of various departments as assigned, including but not limited to program review and evaluation;
- Assisting the County Administrator and administrative staff in executing and enforcing all resolutions, orders, policies and local laws adopted by the Legislature;
- Assisting the County Administrator in preparing and submitting an annual budget and capital program;

- Representing the office of County Administration and providing administrative support to legislative program committees and/or task groups as required or designated by the County Administrator;
- Providing executive level coaching to departmental cabinets to establish charge, governance, procedural guidelines and work priorities in an effort to promote an integrated delivery of services;
- Initiating modern management techniques to promote diversity as well as a culture of continuous improvement;
- Responsible for day-to-day management support and departmental oversight of County Administration.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of the practices and procedures of public administration, especially as they relate to county government in New York State;
- Excellent written communication skills, including analytical report writing;
- Excellent written and verbal communication skills to work effectively with the public, department heads, committee chairs, and multi-agency/multi-jurisdictional representatives;
- Ability to analyze complex problems and propose realistic solutions in a concise and clear manner;
- Thorough knowledge of current principles, concepts, methodologies and practices of accounting and budgeting with proven ability to perform quantitative and qualitative analysis;
- Thorough knowledge of the principles, practices and techniques of managing a diverse workforce;
- Ability to understand and communicate the difference between technical and policy issues, and to define the implications of any policy choices for the Legislature;
- Thorough knowledge of modern management techniques required to plan, direct and supervise the work of others under tight or shifting deadlines, budgets, and priorities, while maintaining good public and professional working relationships;
- Candidate must possess and display tact, integrity, excellent moral character, good judgment, resourcefulness;
- Proven experience with and commitment to the principles of quality management and diversity;
- Physical condition commensurate with the demands of the position;
- Excellent computer skills that at a minimum include presentation software, financial management software and applications, Microsoft Excel, Word and Access.
- Ability to clearly delegate administrative tasks and ensure project quality and completion.

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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