

JOB OPENING

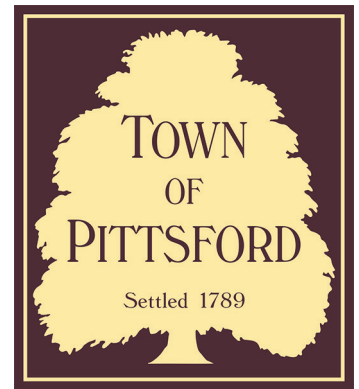
Department of Public Works

Position: Assistant to the Commissioner

(Full-Time)

Posted: December 18, 2023

Deadline: January 18, 2024



The Town of Pittsford has an opening for the position listed above.

Working directly for the Commissioner of Public Works, the Assistant to the Commissioner is responsible for the day to day administrative, clerical, and financial functions to ensure efficient operation of the Department of Public Works. DPW encompasses the Town's Highway, Sewer, Parks, Planning Zoning and Development, Geographic Information Systems and Facilities Maintenance departments.

A summary of responsibilities includes assisting with the following: payroll, purchasing, billing, reporting to State and County agencies, preparation of resolutions for Town Board meetings, grant administration, management of Town fleet inventory, record retention, inventory, leases of Town owned land, coverage of clerical staff, management of after hours answering service, neighbor notifications, permitting, administrative support and point of contact for special districts, etc. No two days are ever the same!

This position requires the ability to juggle multiple priorities, professional customer service skills, working knowledge of public works, efficient typing skills, intermediate knowledge of Word, Excel and Access, organizational skills, and a can-do attitude. Previous municipal experience helpful.

The successful applicant will have six months from the date of hire to receive their Notary Public license if not already in possession of it.

The position is 35 hours per week, with hours from 8:00 am to 4:00 pm, Monday through Friday. The pay range for this position is \$26.28 - \$34.13 per hour, commensurate with experience.

Responding to the Town of Pittsford residents for information and concerns is an important aspect of this job. The candidate must have the ability to communicate effectively with the general public and act as a representative for the Town of Pittsford.

Employees need not be residents of the Town of Pittsford, but shall be required to maintain their primary residence within the County of Monroe or the adjoining counties of Wayne, Ontario, Livingston, Genesee and Orleans within the State of New York. Monroe County Civil Service residency requirements overrule the Town of Pittsford residency for provisional and competitive positions.

The Town of Pittsford provides equal employment opportunities for all employees and applicants for employment. The Town does not discriminate against, or grant preferences to, any person on the basis of race, religion, color, sex, age, ancestry, national origin, marital status, pregnancy, sexual orientation, disability, or any other characteristic protected by federal, state or local law. The Town applies the same policy to all personnel actions, including, but not limited to, recruitment, selection, training, transfers, promotions, evaluation, compensation, discipline, layoffs, terminations, and rehires.

Background checks are required for all employment in the Town of Pittsford. All offers will be subject to successful completion of an acceptable background check.

Interested candidates should send an application, cover letter & resume by mail, email or fax to:

Town of Pittsford
11 South Main Street
Pittsford, NY 14534
Attn: Personnel Department

Email to: cfleming@townofpittsford.org

Fax to: (585) 248-6247

For an employment application, click [HERE](#)