

ASSISTANT TO THE DEPUTY COMMISSIONER FOR THE DEPARTMENT OF PUBLIC WORKS

DISTINGUISHING FEATURES OF THE CLASS: This position works within the Administrative Division of the Ulster County Department of Public Works (DPW), assisting the Deputy Commissioner for DPW in the oversight of capital projects and their corresponding contracts and finances. The work involves technical and legal work in all phases of DPW contract research, preparation, development, review, negotiations, implementation and monitoring. The position's responsibilities include monitoring capital project contracts for compliance with terms of the contract and appropriate Federal, State and County regulations, as well as assisting the Deputy Commissioner with the formulation of practices and procedures for capital project improvement programs. The work is performed under the general supervision of the Deputy Commissioner for DPW with considerable leeway allowed for the exercise of independent judgment regarding processes and procedures. Supervision is exercised over subordinate administrative staff as assigned by the Deputy Commissioner for DPW. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Assists the Deputy Commissioner with the formulation of practices and procedures for capital project improvement programs;

Works directly with the Deputy Commissioner in the oversight of capital projects and their corresponding contracts and finances;

Develops, implements and reviews DPW contracts;

Negotiates contracts with outside vendors including but not limited to leases;

Responsible for general oversight and supervision of administrative staff as assigned by the Deputy Commissioner;

Assists various Ulster County Department administrators in negotiation and compliance issues with standardized contracts, specifically regarding interactions with outside agencies or vendors;

Analyzes terms of current and proposed capital procurement contracts to ensure that they meet the bid specifications;

Reviews legislative resolutions for compliance with capital projects and their corresponding contracts;

Updates and maintains legal files in hard copy or electronic format as appropriate for research and retrievability;

Operates a variety of standard office equipment, including computer and software applications;

May assist in the preparation and maintenance of reports required by Federal, State and County

agencies, ensuring that such reports are filed within the required time frames.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the procedures, principles, laws and regulations involved in contract management; good knowledge of legal terminology, especially as it relates to contract management; good knowledge of departmental objectives, policies and operations as they relate to capital projects; good knowledge of departmental functions, its terminology and procedures; ability to plan and supervise the work of subordinate administrative staff; ability to effectively use standard office equipment, including computer and software applications; ability to analyze legal language and terms of contracts; ability to prepare correspondence and reports; ability to establish and maintain effective working relationships with individuals from other County departments as well as outside vendors; integrity; tact; initiative; good judgment; courtesy.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from an accredited college or university with a Bachelor's Degree and three (3) years of full-time paid, or its part-time equivalent experience where the primary function of the position was contract review and administration for a municipal government; **OR**
- B. Possession of a Paralegal certificate, as approved by the American Bar Association, and three (3) years of work experience as a Paralegal; **OR**
- C. Graduation from an accredited college or university with an Associate's Degree and five (5) years of full-time paid, or its part-time equivalent, work experience as defined by the limits of A above; **OR**
- D. Graduation from high school or possession of a high school equivalency diploma and seven (7) years of full-time paid, or its part-time equivalent, work experience as defined by the limits of A above; **OR**
- E. An equivalent combination of training and experience as defined by the limits of A, B, C and D above.

ULSTER COUNTY
0513 AST TO DCP
Classification: Competitive
Union: UCSA
MGT

Adopted: December 14, 2021