

## Town of Cheektowaga

TITLE:                   **ASSISTANT PERSONNEL SUPERVISOR**  
                                  (Provisional/Permanent)

DEPARTMENT:         Personnel

SHIFT:                   Monday through Friday, 9:00 am – 4:30 pm

DATE:                    May 11, 2022

### DISTINGUISHING FEATURES OF THE CLASS

The work involves assisting in developing and supervising a comprehensive municipal personnel program. This is an important staff specialist position with responsibility for assisting in the personnel administration in a large municipality. Certain central functions are also exercised in applying personnel practices on a uniform basis. Work is performed under the general direction of the Coordinator of Employee Relations for program approval, reports, and conferences. Direct supervision is exercised over a clerical staff. Does related work as required.

### TYPICAL WORK ACTIVITIES

Assists in supervising the regular program operations including interviewing, processing personnel transactions, maintenance of records and preparation of reports.  
Acts as liaison and works cooperatively with the County Personnel Office in applying personnel and Civil Services Rules and other general programs.  
Recruits, interviews and recommends employment of Civil Service personnel.  
Coordinates grievance procedures and in-service programs for Civil Service personnel.  
Confers with the department head on progress of program, complex problems, recommendations on revision and development of program and personnel reports.  
Provides statistical analysis of data on all employees.  
Keeps abreast of latest developments in personnel field.  
May participate in contract negotiations.

### FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Good knowledge of the principles and practices of public personnel administration; good knowledge of office management, personnel selection and training; good knowledge of modern business practices; ability to help organize and develop a personnel program; ability to make decisions rapidly and objectively; ability to express ideas effectively both orally and in writing; administrative ability; a high degree of objectiveness; initiative; sound judgment; physical condition commensurate with the demands of the position.

### MINIMUM QUALIFICATIONS

Graduation from a regionally accredited or New York State registered four (4) year college or university with a bachelor's degree and two (2) years of technical or professional experience.\*

\*Examples of acceptable technical or professional personnel experience are: position classification, job evaluation, wage and salary administration, management-labor relations, employment counseling and placement.

\*Examples of unacceptable experience: clerical experience in any of the above areas, employment interviewing, guidance counseling.

**NOTE:** Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements.

- Must be a Town of Cheektowaga resident