



Town of New Lebanon ; 14755 State Route 22N | PO Box 328; New Lebanon, NY 12125

<b>Job Title:</b>	Town Supervisor	<b>Job Category:</b>	Elected
<b>Department/Group:</b>	Town Board	<b>Travel Required:</b>	Yes
<b>Location:</b>	Town Hall	<b>Position Type:</b>	Part-Time
<b>Level/Starting Rate:</b>	1/ \$40,470 Salary		
<b>HR Contact:</b>	Town Supervisor		
<b>Will Train Applicant(s):</b>	No		
<b>Posting URL:</b>	<a href="http://www.townofnewlebanon.com">www.townofnewlebanon.com</a>		
<b>Applications Accepted By:</b>			
<b>Fax or E-mail:</b> N/A – Elected Position		<b>Mail:</b> N/A – Elected Position	
<b>Subject Line:</b> N/A			
<b>Attention:</b> N/A			
<b>Job Description</b>			
<b>Role and Responsibilities</b>			
<ol style="list-style-type: none"> <li>1. All statutory responsibilities as prescribed by law</li> <li>2. HR duties for all positions for the Town including but not limited to civil service payroll &amp; benefits</li> <li>3. Budget Officer – preparation of the tentative/budget and monitoring the budget throughout the year</li> <li>4. Voucher preparation as laid out by policy for Purchasing and Vouchering Items</li> <li>5. Liaison between the Town and other County and State agencies such as NYS DOT</li> <li>6. Liaison between the Town and local utilities such as NYSEG</li> <li>7. Supports Town Board members and department heads with various needs</li> <li>8. HR Paperwork</li> <li>9. Notary services</li> <li>10. Letter drafting and mailing</li> <li>11. Meeting preparation including but not limited to agenda, resolutions, supporting documentation</li> <li>12. Meeting follow up tasks</li> <li>13. Preparing &amp; tracking newsletter submissions for town &amp; county offerings</li> <li>14. Office filing &amp; organization</li> </ol>			
<b>and Education Requirements</b>			
None – Elected position			
Encouraged to attend biannual training by AOT at town expense			
<b>Reviewed By:</b>		<b>Date:</b>	
<b>Approved By:</b>		<b>Date:</b>	
<b>Last Updated By:</b>		<b>Date/Time:</b>	