

**HAMILTON COUNTY PERSONNEL/CIVIL SERVICE
ANNOUNCES AN OPEN COMPETITIVE EXAMINATION FOR:**

PUBLIC WORKS ADMINISTRATIVE MANAGER

**EXAMINATION NO: 69678
EXAM DATE: APRIL 30, 2022**

The Public Works Administrative Manager involves the responsibility for the administration function and coordination of the Department of Public Works (DPW) consisting of Highway, Buildings and Grounds, and Solid Waste divisions. This position is responsible for facilitating and coordinating communication between various divisions of the Public Works Department and the central administrative County offices. The work is performed under the general supervision of the Department of Public Works Superintendent with wide latitude allowed for the use of independent judgement in carrying out work activities. May act for and in place of the DPW Superintendent on administrative matters in his/her absence at his/her request. The incumbent may perform related work as required.

Minimum Qualifications:

A.) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree AND two (2) years of full-time paid experience in a responsible Office Manager, Administrative Assistant or Senior Level clerical position; OR

B.) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree AND four (4) years of full-time paid experience as defined in A); OR

C.) Graduation from high school or possession of a high school equivalency diploma AND six (6) years of full-time paid experience as defined in A); OR

D.) An equivalent combination of training and experience as indicated in A, B, or C above.

Proof of minimum qualifications are required at the time of application.

For more information or an application, please contact:
Hamilton County Personnel
PO Box 174, Court House
Lake Pleasant, NY 12108
(518) 548-6375.

Applications must be received no later than March 25, 2022