

TOWN OF NEW LEBANON

RESOLUTION #22, 2024

PERFORMANCE MANAGEMENT POLICY (PREVIOUSLY COMPENSATION POLICY)

NOVEMBER 12, 2024

At the regular monthly meeting of the New Lebanon Town Board, held at the New Lebanon Town Hall, 14755 NYS Route 22, New Lebanon, New York, duly called and held on the 12th day of November, 2024, the following Resolution was proposed and seconded:

Resolution by Supervisor Houghtling
Seconded by Councilmember Tipograph

PERFORMANCE MANAGEMENT POLICY [Adopted 11-13-2018; Revised 8-11-2020; Revised 10-12-2021; Revised 12-14-2021; Revised 12-13-2022; Revised 11-14-2023; Revised 11-12-2024]

Purpose; applicability.

To establish practices intended to assist the employees of the Town of New Lebanon to better serve our residents by helping the employees to improve their job performance, based on the duties and responsibilities of each position. The primary focus of these practices is to assist the employee to improve his/her job performance. Compensation is one element of these practices, but it is not the most important one. The most important element of these practices is the open dialogue between employer and employee, all in the interest of better serving our residents.

New Lebanon's Performance Improvement System:

- There will be an annual training of all employees who will evaluate other employees and all employees who will be evaluated regarding the evaluation process, job descriptions, etc. At the training employees should provide any suggestions or input regarding possible updates and/or edits to any of the forms or processes. The training shall occur before April 1st.
- Evaluations of all employees are to be performed by their direct supervisor (according to the "chart for performing employee evaluations" – see addendum C) two times a year by April 15th & October 15th.
- Job descriptions (see addendum A) and the performance evaluation form (see addendum B) are an integral part of this policy and should be utilized for all employee evaluations and updated and/or reviewed as needed.

A performance appraisal:

- Informs employees of what is expected of them;

- Informs employees of how they are performing;
- Recognizes and rewards good work;
- Determines employee weaknesses and suggests alternatives for improvement;
- Identifies employee training needs;
- Maintains a continuing record of employee performance;
- Guides promotions, transfers, and appropriate placement;
- Checks the reasonableness of performance standards, the accuracy of job descriptions and classification, and the effectiveness of recruitment procedures.

In order to accomplish this, there are some common practices that are not acceptable:

- Giving all 5's or all 3's – we all have areas of strength and areas of growth – a score of all 5's communicates that the evaluation is not accurate because nobody is perfect;
- Giving a score without any comments to back up why that score was given;
- Giving higher scores than deserved to avoid having an uncomfortable conversation – this is meant to help support employees who are struggling in certain areas so we must be upfront and honest in our evaluation;
- Giving higher scores than they deserved because you like the person.

At a town board meeting after the October 15th evaluations & before the next year's budget is adopted, the town board will discuss merit raises which will be based off the October 15th evaluations and at the discretion of the town board each budget season as to how much of a merit raise is applied to which levels of scoring on the evaluations. Although these merit raises are at the discretion of the town board, the evaluations should be used to determine these merit raises and a level of consistency should be followed across positions.

COMPENSATION:

Grade Levels & Starting Rates:

1. Appointed Positions: Grade levels and Starting rates:

Position	Grade Level	Starting Rate	Notes
Assessor	1	\$27,038	In-house reval: annual stipend \$1,600
Highway MEOs	2	CBA	All wages set via union contract
Code Enforcement Officer (CEO)	2	\$27.50/hr	
Deputy CEO	2	\$22.00/hr	
Bookkeeper to the Supervisor	2	\$21.63/hr	
Zoning Enforcement Officer (ZEO)	3	\$22.00/hr	
Deputy ZEO	3	\$18.50/hr	

Land Use Administrator	3	\$20.00/hr	
Deputy Town Clerk	3	\$20.00/hr	
Court Clerk	3	\$20.00/hr	
SYP Camp Director (seasonal)	3	\$23.00/hr	Per season – 40 hrs/wk for 8 week summer camp program plus 100 extra hours prep & follow up @ \$23/hr – could be multiple positions or 1
Community Center Coordinator	3	\$16,380	Salary based on 15 hrs/wk at \$21/hr
Park Manager	3	\$3,500	Seasonal May – Oct – salary based on 6 hrs/wk X 26 weeks at \$23/hr
Highway Clerk	3	\$20/hr	
Dog Control Officer (DCO)	3	\$4,140	
Park & Buildings Superintendent	4	\$18.50/hr	
Deputy Court Clerk	4	\$18.00/hr	
Assistant Camp Director (seasonal)	4	\$21.00/hr	Add .50¢ for each year worked @ program up to \$22.50/hr cap
Planning/Zoning Clerk	4	\$18.50/hr	
Assessor Clerk	4	\$18.00/hr	
Park & Buildings Maintenance Staff	5	\$17.00/hr	
SYP Staff **(seasonal)			
Counselors	5	\$15.00/hr	Add .50¢ for each approved certification and .50¢ for each year worked @ program up to \$20.50/hr cap
Counselors-in-Training (CITs)	X	\$12.00/hr	

2. Elected Officials: Grade levels and Starting rates:

Position	Grade Level	Starting Rate	Notes
Supervisor	1	\$42,933	35 hrs/wk @ \$28.73/hr; there is an additional \$9,354 in the budget for budget officer to get to the 35 hrs/wk (can be held by Supervisor or separate individual appointed by Supervisor)
Town Board – As a whole	1	\$16,480	\$4,120 each

Highway Superintendent	1	\$77,318	Full time, working highway superintendent
Town Clerk	2	\$45,027	35 hrs/wk @ \$24.74/hr
Judges	2	\$11,259 ea	Do not apply COLA to these positions until the starting salary is in line with other level 2 positions who work a similar amount of annual hours
Tax Collector	3	\$10,812	Do not apply COLA to these positions until the starting salary is in line with other level 3 positions who work a similar amount of annual hours
Town Board Individually	5	\$4,120 ea	

Adjustments to rates:

- Starting rates will be evaluated at least every three (3) years and adjusted as needed.
- Adjustments to only one position will be made only when appropriate based on changes in duties for the position.
- All positions should be adjusted as needed and re-evaluations of the long-term program will be done to preserve the plan.
- If cost-of-living adjustments (Cola) are applied, the compensation base rates and established ranges will be adjusted accordingly (base rates and cap rates will be adjusted at the same rate as the cola).

NOW, THEREFORE, BE IT RESOLVED by the New Lebanon Town Board that this Performance Management Policy (formerly Compensation Policy) is adopted by the Town.

Upon the question of the foregoing Resolution, the following Town Board Members voted "Aye" or "Nay" for said Resolution:

Roll Call Vote:

Councilmember Steve Powers	Aye
Councilmember Elizabeth Kroboth	Aye
Supervisor Tistrya Houghtling	Aye
Councilmember Susan Tipograph	Aye
Councilmember Craig Skerkis	Absent

The Resolution, having been approved by a majority vote of the Town Board, was declared duly adopted by the Supervisor of the Town of New Lebanon.

Dated: November 12, 2024

Marcie Robertson
New Lebanon Town Clerk

Performance Evaluation Form - Adopted by TB 11.22.22 – Reviewed by TB 11.12.24

Employee Name: _____ Employment start date: _____
 Job title: _____ Department: _____
 Review period start: _____ Review period end: _____
 Last review date: _____
 Reviewer name: _____ Reviewer title: _____

Section I - Performance Appraisal - Check the appropriate rating.

JOB KNOWLEDGE:

	Outstanding (5)	Highly Effective (4)	Effective (3)	Needs Improvement (2)	Unsatisfactory (1)
Evaluate overall knowledge of duties and responsibilities as required of current position.	Displays thorough knowledge of own and related work	Well informed, familiar with most work details.	Has grasp of essential and related factors.	May require some assistance to complete normal duties.	Inadequate knowledge of job, little desire to improve.

Comments:

PRODUCTIVITY:

	Outstanding (5)	Highly Effective (4)	Effective (3)	Needs Improvement (2)	Unsatisfactory (1)
Evaluate amount of work generated and completed successfully as compared to amount of work expected for this position.	Able to handle high volume of work with consistent level of accomplishments.	Output is usually above average and exceeds expectations.	Work generated in accordance with prescribed standards	Work occasionally below standards. Improvement potential exists.	Volume of work consistently below standards

Comments:

WORK HABITS:

	Outstanding (5)	Highly Effective (4)	Effective (3)	Needs Improvement (2)	Unsatisfactory (1)
Consider completeness and accuracy of work. Overall quality.	Exceptionally well organized. Excellent judgment in work priorities.	Work habits exceed normal standards. Can be depended upon to turn in a good job.	Capable of scheduling work and using time effectively with minimal supervision.	Requires frequent help of supervisor in organizing work.	Requires constant supervision and guidance.

Comments:

INITIATIVE/RESOURCEFULNESS:

	Outstanding (5)	Highly Effective (4)	Effective (3)	Needs Improvement (2)	Unsatisfactory (1)
Originates or develops consecutive ideas beyond scope of responsibilities. Takes necessary steps to get things done.	Self-starter. Consistently exhibits high level of independence, originality and resourcefulness.	Finds ways and means of dealing with problems and emergencies.	Generally resourceful and uses initiative to complete normal tasks.	Occasionally requires supervisory action to complete normal tasks.	Continual guidance and motivation is needed to get job done.

Comments:

ORAL AND WRITTEN COMMUNICATION:

	Outstanding (5)	Highly Effective (4)	Effective (3)	Needs Improvement (2)	Unsatisfactory (1)
Ability to develop and express thoughts clearly and consistently.	Excellent command of language. Communicates expressively and explicitly.	Exceptionally good skills and uses them professionally and effectively.	Verbal and work skills meet normal standards.	Writing and verbal skills need additional cultivation.	Inadequate.

Comments:

COOPERATION:

	Outstanding (5)	Highly Effective (4)	Effective (3)	Needs Improvement (2)	Unsatisfactory (1)
Ability and willingness to work with and for others toward best interests of all concerned.	Always cooperative. Extremely helpful and courteous to public and co-workers	Effective in dealing with public and associates. Works well with others.	Is usually effective.	Lacks tact. Needs to be reprimanded on occasion.	Has great difficulty working with or assisting others.

Comments:

DECISION MAKING:

	Outstanding (5)	Highly Effective (4)	Effective (3)	Needs Improvement (2)	Unsatisfactory (1)
Ability to size up a problem, obtain and evaluate the facts, reach sound conclusions and present them in a clear manner.	Accepts serious problems as a challenge. Can be depended upon when crisis arise. Able to commit to sound course of action.	Is practical and logical in problem solving. Makes routine decisions without waiting for directions.	Usually makes correct decisions.	Makes decisions without full consideration of repercussions.	Does not make decisions without constant direction and supervision.

Comments:

ATTENDANCE:

	Outstanding (5)	Highly Effective (4)	Effective (3)	Needs Improvement (2)	Unsatisfactory (1)
Factors regarding lateness and ability to be at work. Considers observance of time.	Conscientious towards job. Excellent attendance.	Consistently at work on time. Notifies supervisor of scheduled and unscheduled absences according to office procedure.	Normally at work on time.	Frequently late or absent. Shows improvement.	Continually late or absent. Shows no improvement.

Comments:

SECTION II

Overall Performance Rating: Check the rating which best summarizes the employee's performance. A rating of "Unsatisfactory" must be supported by specific explanation and justification to be attached to this form.

() OUTSTANDING:

The employee's performance clearly is exceptional in comparison with expectations, thereby causing the employee to stand out above others in the work unit. Performance consistently exceeds expectations for all tasks. The employee can be relied upon to perform the most difficult tasks and has made exceptional contributions to the functions within the employee's work unit or agency.

() HIGHLY EFFECTIVE:

The employee always meets and frequently exceeds the performance expectations for all tasks. The employee is performing better than expected for many of the tasks and is recognized as a particular asset to this work unit.

() EFFECTIVE:

The employee generally meets performance expectations for all tasks and performs in a good, competent manner. This is the expected and usual level of performance for most employees.

() NEEDS IMPROVEMENT:

The employee meets performance expectations at a minimally acceptable level. Some tasks may require extra direction by the supervisor or the supervisor may find it necessary to avoid assigning the more difficult tasks to the employee.

() UNSATISFACTORY:

The employee clearly does not meet performance expectations for one or more tasks, not even at a minimally acceptable level. The employee requires significant extra direction, or the supervisor finds it necessary to avoid assigning normal tasks to the employee. There is a need for immediate and significant improvement in performance.

SECTION III - SUPERVISOR'S COMMENTS

Comments on the other aspects of the employee's performance, such as skills, behavior, personal characteristics, which is reflected in the employee's performance. Include a plan of action for improving employee's performance. When terminating an employee, include supportive documentation.

SECTION IV - EMPLOYEE'S COMMENTS

I met with my supervisor on _____ to discuss my work performance. I have read this evaluation and discussed it with my supervisor. My signature does not necessarily signify that I agree with this evaluation. My written comments concerning this evaluation follow (optional).

Rater's Signature: _____

Date: _____

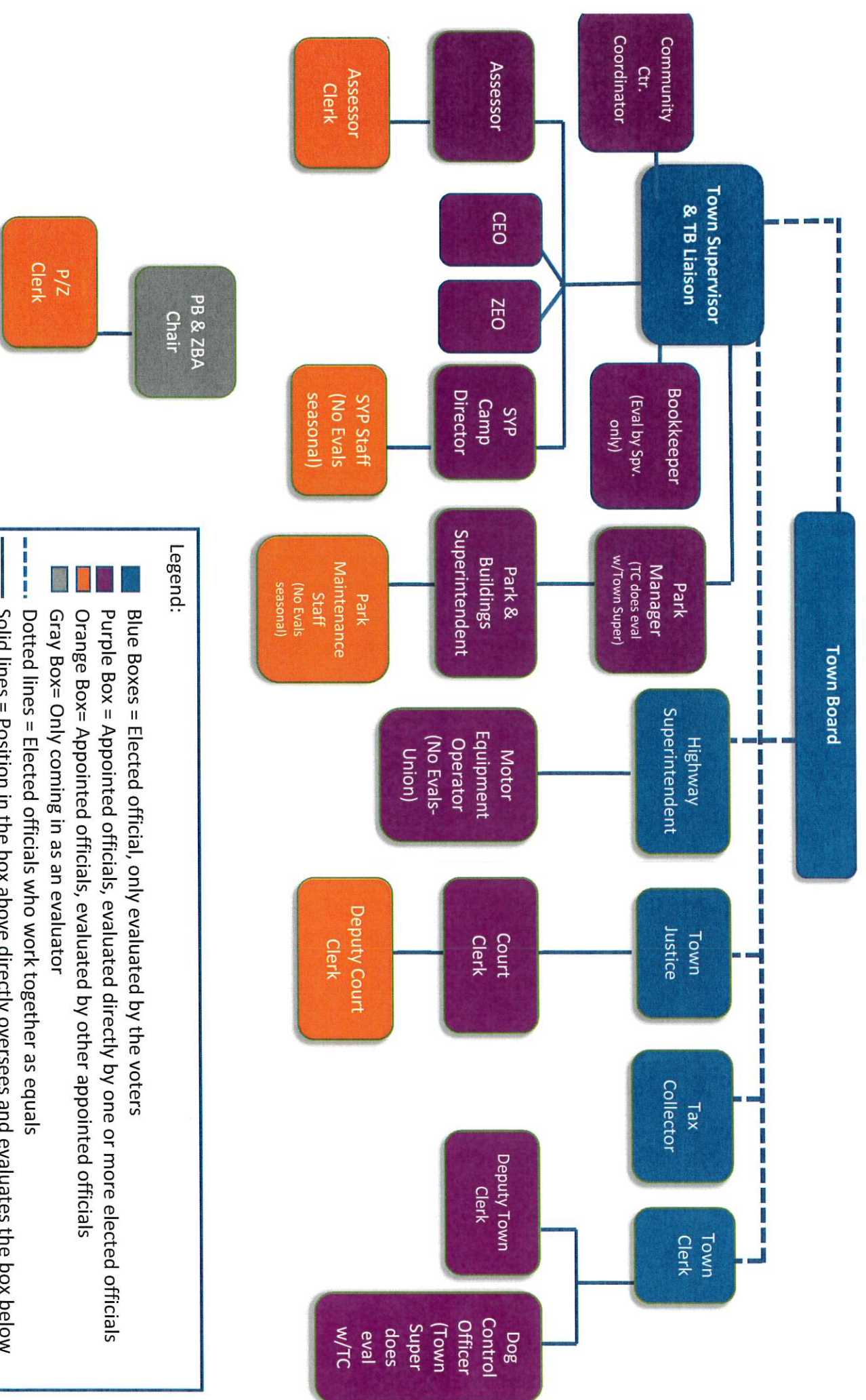
Employee's Signature: _____

Date: _____

Dept. Head's Signature: _____

Date: _____

Would you like a copy of your evaluation? YES _____ NO _____





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

Job Title:	Assessor	Job Category:	Appointed
Department/Group:	Assessor	Travel Required:	Yes
Location:	Town Hall	Position Type:	Part-time
Level/Starting Rate:	1/\$27,038 Annual Salary		
HR Contact:	Town Supervisor		
Will Train Applicant(s):	No		
Posting URL:	www.townofnewlebanon.com		
Applications Accepted By:			
Fax or E-mail: (518)794-9694 townclerk@townofnewlebanon.com Subject Line: Job Application Attention: Town Board		Mail: Town Clerk P.O. Box 328 New Lebanon, NY 12125	
Job Description			
Role and Responsibilities 1. Administer all tasks in accordance with Real Property Tax Law 2. Maintain assessments at a uniform percentage of Market Value 3. Keep current physical description or inventory and value estimate of every parcel 4. Administer property tax exemptions 5. Maintain the assessment roll and related records using RPS (Real Property System) 6. Continually communicate with the public answering questions and dealing with concerns 7. Attend all public hearings of the Board of Assessment Review 8. Prepare evidence and attend Small Claims Assessment Review hearings 9. Work in coordination with Town Attorney on Judicial Cases 10. Sales processing and verifications 11. File annual reports with ORPTS 12. Maintain a rolling data verification 13. Work additional hours every 3 hours to conduct a reassessment as part of the annual salary 14. Maintain all documents in a digital format and maintain a digital file for every parcel			
Qualifications and Education Requirements Assessors must obtain basic certification by New York State within three years of taking office* This requires the successful completion of orientation three assessment administration course components & five appraisal components including farm appraisal for certain agricultural communities The New York State Office of Real Property Tax Services (ORPTS) prescribes the components Each year appointed assessors must complete an average of 12 hours of continuing education In addition certified assessors and county directors must complete an approved ethics course one year prior to or one			



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

year after re-appointment or re-election to office Resultant certifications must be promptly filed with the Town Clerk

This position is subject to all applicable civil service rules.

*Source: www.tax.ny.gov/pubs_and_bulls/orpts/assessjo.htm

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date/Time:	



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

Job Title:	Bookkeeper to the Supervisor	Job Category:	Appointed
Department/Group:	Town Supervisor	Travel Required:	No
Location:	Town Hall	Position Type:	Part-Time
Level/Starting Rate:	2 /\$21.63/hr		
HR Contact:	Town Supervisor		
Will Train Applicant(s):	Yes		
Posting URL:	www.townofnewlebanon.com		
Applications Accepted By:			
Fax or E-mail: (518)794-9694 townclerk@townofnewlebanon.com Subject Line: Job Application Attention: Town Supervisor		Mail: NL Town Clerk P.O. Box 328 New Lebanon, NY 12125	
Job Description			
Role and Responsibilities 1. Voucher preparation as laid out by policy for Purchasing and Vouchering items 2. HR Paperwork 3. Notary services 4. Letter drafting and mailing 5. Payroll administration & distribution 6. Meeting preparation including but not limited to agenda, resolutions, supporting documentation 7. Meeting follow up tasks 8. Preparing & tracking newsletter submissions for town & county offerings 9. Office filing & organization 10. Any duties as assigned by the Town Supervisor			
Qualifications and Education Requirements This position is subject to all applicable civil service rules.			
Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date/Time:	

Adopted by the TB on 11.12.24



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

Job Title:	Code Enforcement Officer	Job Category:	Appointed
Department/Group:	CEO/ZEO	Travel Required:	Yes
Location:	Town Hall	Position Type:	Full-Time
Level/Starting Rate:	2/ \$27.50/hr		
HR Contact:	Town Supervisor		
Will Train Applicant(s):	No		
Posting URL:	www.townofnewlebanon.com		
Applications Accepted By:			
Fax or E-mail: (518)794-9694 townclerk@townofnewlebanon.com Subject Line: Job Application Attention: Town Board		Mail: NL Town Clerk P.O. Box 328 New Lebanon, NY 12125	
Job Description			
Role and Responsibilities 1. The Code Enforcement Officer shall administer and enforce all the provisions of the Uniform Code the Energy Code and Town Code Chapter 81 – BUILDING CODE ADMINISTRATION 2. All statutory responsibilities as prescribed by law 3. All statutory responsibilities as prescribed by Columbia County Civil Service			
Duties All duties of the Code Enforcement Officer are outlined in Chapter 81 of the Town Code Additional Duties - Cooperates and when necessary requires assistance from local state and federal official concerned with building housing and zoning matters and develops necessary procedures to ensure the town is compliant with these agencies' regulations - Periodically reviews local laws pertaining to Planning/Building and Zoning to ensure compliance and no conflicts with State or Federal laws - Trains and Supervises the activities and time management of subordinates engaged in inspection and clerical duties Reviews and approves subordinate time sheets - Prepares and submits monthly departmental activity reports to the Town Board - Assists in creating short- & long-term departmental objectives in accordance with municipal goals - Responsible for On-Call 24/7 for Columbia County 911 emergencies and must appoint the deputy when not available - Attends Town Board Planning Board ZBA and other committee meetings when necessary			
Qualifications and Education Requirements The Code Enforcement Officer's Qualifications are outlined in Town Code Chapter 81-3 B Additionally the fulltime Code Enforcement Officer must be reachable on the Civil Service list			



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

Must possess own reliable vehicle which will be used regularly during the workday to carry out duties must be willing to travel to obtain CEU credits

This position is subject to all applicable civil service rules.

Preferred Skills

Must be computer literate

Must be a team player

Must have the ability to respond quickly to emergency/dangerous situations

Incumbents may be exposed to noise dust inclement weather conditions and potentially hostile environments

Must have sufficient physical ability and mobility to work in an office and field environment to stand stoop reach bend kneel squat climb ladders and walk on uneven terrain loose soil and sloped surfaces to lift and/or carry light weight up to 40 lbs to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard ability to operate a vehicle to travel to various locations and to verbally communicate to exchange information

May be exposed to noise dust inclement weather conditions and potentially irate customers

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date/Time:	



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

Job Title:	Assessor Clerk	Job Category:	Appointed
Department/Group:	Assessor	Travel Required:	No
Location:	Town Hall	Position Type:	Part-time
Level/Starting Rate:	4/ \$18.00/hr		
HR Contact:	Town Supervisor		
Will Train Applicant(s):	Yes		
Posting URL:	www.townofnewlebanon.com		
Applications Accepted By:			
Fax or E-mail: (518)794-9694 townclerk@townofnewlebanon.com Subject Line: Job Application Attention: Assessor		Mail: NL Town Clerk P.O. Box 328 New Lebanon, NY 12125	
Job Description			
Role and Responsibilities 1. General clerical duties including but not limited to answering phone and emails 2. Data entry 3. Electronic and Physical filing and scanning records 4. Process exemptions and help taxpayers with real property tax forms 5. Prepare and conduct field visits for data verification and building permits 6. Conduct reassessment informal assessment review and pre-grievance meetings with tax payers 7. Communicate with tax payers on assessment subjects			
Qualifications and Education Requirements Moderate knowledge of Real Property Tax Law and Procedures Moderate to advanced knowledge of the assessment calendar and exemption qualifications Ability to read Tax Maps Skills should include at minimum basic excel and word Must be able to maintain good public relations This position is subject to all applicable civil service rules.			
Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date/Time:	



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

Job Title:	Community Center Coordinator	Job Category:	Appointed
Department/Group:	Community Center	Travel Required:	No
Location:	Community Center	Position Type:	Part – Time
Level/Starting Rate:	3/\$16,380 annual salary		Salary based on 15 hrs/wk
HR Contact:	Town Supervisor		at \$21 per hr
Will Train Applicant(s):	No		
Posting URL:	www.townofnewlebanon.com		
Applications Accepted By:			
Fax or E-mail: (518)794-9694 townclerk@townofnewlebanon.com Subject Line: Job Application Attention: Town Board		Mail: NL Town Clerk P.O. Box 328 New Lebanon, NY 12125	
Job Description			
Role and Responsibilities 1. Oversee activities at the community center for all open hours 2. Run programming and activities to engage with attendees of all ages at the community center 3. Work within a set budget to identify crafting supplies and programming items needed to run fun and engaging activities with attendees of all ages 4. Coordinate with other groups such as the food club from the high school, the Lebanon Valley Seniors, and other community groups to run programming at the community center 5. Open and close the community center for all open hours 6. Help promote the community center by creating posters, preparing press releases for the town to send out, etc 7. Coordinate all aspects of community center rentals			
Qualifications and Education Requirements 21 years of age Must be able to work well and be engaging with children CPR and First Aid Certification This position is subject to all applicable civil service rules			
Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date/Time:	



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

Job Title:	Court Clerk	Job Category:	Appointed
Department/Group:	Court	Travel Required:	Yes
Location:	Town Hall	Position Type:	Part-time
Level/Starting Rate:	3/\$20.00/hr		
HR Contact:	Town Supervisor		
Will Train Applicant(s):	Yes		
Posting URL:	www.townofnewlebanon.com		
Applications Accepted By:			
Fax or E-mail: (518)794-9694 townclerk@townofnewlebanon.com Subject Line: Job Application Attention: Court		Mail: NL Town Clerk P.O. Box 328 New Lebanon, NY 12125	
Job Description			
Role and Responsibilities 1. Prepare court dockets of cases and maintain court calendar 2. Create and file court documents including sentencing probation and release information 3. Maintain records of payment for court fines bail and other fees 4. Correspond with attorneys or parties appearing before the Court as required 5. Respond to telephone inquiries from the public in a polite and knowledgeable manner 6. Provide needed support or assistance to the judge when on the bench or in chambers			
Qualifications and Education Requirements High school diploma some college a plus No legal training necessary Experience with legal processes and court procedures a plus however on-the-job training will be provided This position is subject to all applicable civil service rules.			
Preferred Skills Computer skills including Microsoft Word and other basic applications Bookkeeping experience helpful must be able to create accurate financial reports and file them electronically Excellent interpersonal skills ability to interact with the public professional demeanor			
Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date/Time:	



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

Job Title:	Deputy Code Enforcement Officer	Job Category:	Appointed
Department/Group:	CEO/ZEO	Travel Required:	Yes
Location:	Town Hall	Position Type:	Part-Time
Level/Starting Rate:	2/\$22.00/hr		
HR Contact:	Town Supervisor		
Will Train Applicant(s):	No		
Posting URL:	www.townofnewlebanon.com		
Applications Accepted By:			
Fax or E-mail: (518)794-9694 townclerk@townofnewlebanon.com Subject Line: Job Application Attention: Building Department		Mail: NL Town Clerk P.O. Box 328 New Lebanon, NY 12125	
Job Description			
Role and Responsibilities 1. The Code Enforcement Officer shall administer and enforce all the provisions of the Uniform Code the Energy Code and Town Code Chapter 81 – BUILDING CODE ADMINISTRATION 2. All statutory responsibilities as prescribed by law 3. All statutory responsibilities as prescribed by Columbia County Civil Service Duties: All duties of the Code Enforcement Officer are outlined in Chapter 81 of the Town Code Qualifications and Education Requirements The Code Enforcement Officer's Qualifications are outlined in Town Code Chapter 81-3 B: Must possess own reliable vehicle which will be used regularly during the work day to carry out duties must be willing to travel to obtain CEU credits This position is subject to all applicable civil service rules. Preferred Skills Must be computer literate must be a team player must have the ability to respond quickly to emergency/dangerous situations Incumbents may be exposed to noise dust inclement weather conditions and potentially hostile environments Must have sufficient physical ability and mobility to work in an office and field environment to stand stoop reach bend kneel squat climb ladders and walk on uneven terrain loose soil and sloped surfaces to lift and/or carry light weight up to 40 lbs to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard ability to operate a vehicle to travel to various locations and to verbally communicate to exchange information May be exposed to noise dust inclement weather conditions and potentially irate customers			
Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date/Time:	



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

Job Title:	Deputy Town Clerk	Job Category:	Appointed
Department/Group:	Town Clerk	Travel Required:	Yes
Location:	Town Hall	Position Type:	Part-Time
Level/Starting Rate:	3 /\$20.00/hr		
HR Contact:	Town Supervisor		
Will Train Applicant(s):	Yes		
Posting URL:	www.townofnewlebanon.com		
Applications Accepted By:			
Fax or E-mail: (518)794-9694 townclerk@townofnewlebanon.com Subject Line: Job Application Attention: Town Clerk		Mail: NL Town Clerk P.O. Box 328 New Lebanon, NY 12125	
Job Description			
Role and Responsibilities 1. Assumes all roles and responsibilities of the Town Clerk in his/her absence 2. Voucher preparation as laid out by policy for Purchasing and Vouchering items 3. Issue all licenses and permits 4. Ordering for Town – All town departments 5. Corresponds with the public regarding all Town offices 6. Supports Town Board members and Department Heads with various needs 7. Any duties as assigned by the Town Clerk 8. Processes all town mail sent to PO Box 328			
Qualifications and Education Requirements This position is subject to all applicable civil service rules. Encouraged to attend annual NYSTCA training at town expense			
Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date/Time:	



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

Job Title:	Deputy Court Clerk	Job Category:	Appointed
Department/Group:	Court	Travel Required:	Yes
Location:	Town Hall	Position Type:	Part-time
Level/Starting Rate:	4/\$18.00/hr		
HR Contact:	Town Supervisor		
Will Train Applicant(s):	Yes		
Posting URL:	www.townofnewlebanon.com		
Applications Accepted By:			
Fax or E-mail: (518)794-9694 townclerk@townofnewlebanon.com Subject Line: Job Application Attention: Court		Mail: NL Town Clerk P.O. Box 328 New Lebanon, NY 12125	
Job Description			
Role and Responsibilities Will be trained to perform duties of a court clerk including but not limited to 1. Data entry filing, payment entry and receipt writing 2. Banking and accounting 3. Telephone duties 4. Computer duties.			
Qualifications and Education Requirements Positive attitude Ability to learn quickly Ability to interact with the public in a kind and helpful manner Banking and accounting knowledge Ability to maintain confidentiality Flexible schedule Clean criminal record Valid NYS driver's license This position is subject to all applicable civil service rules.			
Preferred Skills Good communication and interpersonal skills Computer and typing skills Good organizational skills			



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

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date/Time:	



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

Job Title:	Dog Control Officer	Job Category:	Appointed
Department/Group:	Dog Control	Travel Required:	Yes
Location:	Town Hall	Position Type:	Part-time
Level/Starting Rate:	3/ \$4140.00 Salary		
HR Contact:	Town Supervisor		
Will Train Applicant(s):	No		
Posting URL:	www.townofnewlebanon.com		

Applications Accepted By:

Fax or E-mail:

(518)794-9694

townclerk@townofnewlebanon.com

Subject Line: Job Application

Attention: Town Board

Mail:

NL Town Clerk

P.O. Box 328

New Lebanon, NY 12125

Job Description

Role and Responsibilities

1. Every dog control officer shall have the power to issue an appearance ticket pursuant to section 150.20 of the criminal procedure law to serve a summons and to serve and execute any other order or process in the execution of the provisions of this article. In addition any dog control officer or any peace officer when acting pursuant to his special duties or police officer who is authorized by a municipality to assist in the enforcement of this article may serve any process including an appearance ticket and a uniform appearance ticket and simplified information related to any proceeding whether criminal or civil in nature undertaken in accord with the provisions of this article or any local law or ordinance promulgated pursuant thereto
2. Every dog control officer peace officer when acting pursuant to his special duties or police officer shall promptly make and maintain a complete record of any seizure and subsequent disposition of any dog Such record shall include but not be limited to a description of the dog the date and hour of seizure the official identification number of such dog if any the location where seized the reason for seizure and the owner's name and address if known
3. Every dog control officer shall file and maintain such records for not less than three years following the creation of such record and shall make such reports available to the commissioner upon request
4. The governing body of any municipality in which licenses are issued may either individually or in cooperation with other municipal entities require its dog control officer or animal control officer or any other authorized agent to ascertain and list the names of all persons in the municipality owning or harboring dogs or in lieu thereof such municipality may contract to have the same done

Source: <https://www.nysenate.gov/legislation/laws/AGM/113>

Qualifications and Education Requirements



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

This position is subject to all applicable civil service rules.

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date/Time:	



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

Job Title:	Highway Superintendent	Job Category:	Elected
Department/Group:	Highway Department	Travel Required:	No
Location:	Highway	Position Type:	Full-Time
Level/Starting Rate:	1/\$77,318.00 Annual Salary		Full time, working highway superintendent
HR Contact:	Town Supervisor		
Will Train Applicant(s):	No		
Posting URL:	www.townofnewlebanon.com		
Applications Accepted By:			
Fax or E-mail: N/A Elected Position Subject Line: N/A Attention: N/A		Mail: N/A Elected Position	
Job Description			
Role and Responsibilities 1. All statutory responsibilities as prescribed by law i.e. Highway Law - HAY § 140 attached 2. Maintain roads and parking lots on all town properties 3. Help with projects in town park as needed 4. Help with town clean-up day 5. Sand places of public assembly as needed per annual resolution 6. Exchange highway work with neighboring towns as needed per annual resolution			
Qualifications and Education Requirements None – elected position Encouraged to attend trainings and meetings as offered at town expense This position is subject to all applicable civil service rules.			
Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date/Time:	



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

Job Title:	Town Justice	Job Category:	Elected
Department/Group:	Court	Travel Required:	No
Location:	Town Hall	Position Type:	Part-Time
Level/Starting Rate:	2/ \$11,259 Salary		
HR Contact:	Town Supervisor		
Will Train Applicant(s):	No		
Posting URL:	www.townofnewlebanon.com		
Applications Accepted By:			
Fax or E-mail: N/A Elected Position		Mail: N/A Elected Position	
Subject Line: N/A			
Attention: N/A			
Job Description			
Role and Responsibilities 1. All statutory responsibilities as prescribed by law 2. Perform arraignments and be on call 24/7 for arraignments 3. Handle VTL and criminal case dockets 4. Reconcile bank statements and check books once a month 5. Reconcile bail dockets once a month 6. Do all monthly reporting of fines received 7. Issue a check monthly for fines received to the CFO 8. Sign and submit all necessary monthly reports and financial reports Qualifications and Education Requirements This position is subject to all applicable civil service rules.			
Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date/Time:	



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

Job Title:	Land Use Administrator	Job Category:	Appointed
Department/Group:	Building Department	Travel Required:	Yes
Location:	Town Hall	Position Type:	Full-Time
Level/Starting Rate:	3/ \$20.00/hr		
HR Contact:	Town Supervisor		
Will Train Applicant(s):	Yes		
Posting URL:	www.townofnewlebanon.com		
Applications Accepted By:			
Fax or E-mail: (518)794-9694 townclerk@townofnewlebanon.com Subject Line: Job Application Attention: Town Board		Mail: NL Town Clerk P.O. Box 328 New Lebanon, NY 12125	
Job Description			
Role and Responsibilities The Land Use Administrator is typically the first point of contact which makes customer service an integral aspect of this position. Must be knowledgeable, courteous, and professional. The ability to be a resourceful, organized problem-solver is essential to this position. Work is performed in busy office conditions with regular interruptions to respond to requests for information or service. The workload is subject to both predicted and unplanned fluctuations. Duties require daily contact with residents, builders, plumbers, electricians, engineers, realtors, government agencies and other town departments, boards, and committees. Contact is in person, by telephone, fax, e-mail, and in writing. The incumbent must be able to follow existing policies and procedures and be able to develop new policies and procedures that are compliant with all Federal, New York State, and Local laws and regulations to ensure compliance. Has extensive knowledge of departmental operations and exercise good judgment in responding to inquiries, particularly in situations not clearly defined by precedent or established procedures. Assists the Code Enforcement Officer and Zoning Enforcement Officer with all administrative duties as well as technical duties as needed. Cooperates with all other administrative departments within the municipality as well as applicable outside agencies. Creates Job Descriptions and trains new staff. Conducts employee performance evaluations. Creates annual budget forecasts for all departments within the division of Land Use. Performs a wide variety of administrative and technical tasks making knowledge of office machines, computing, and light bookkeeping an integral aspect of this role. Duties Essential Duties and Responsibilities The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. • Has knowledge and understanding for the complexity of construction concepts, internal and external public agencies, permitting requirements, responsibility for assigning inspections, client meetings/conferences of a complex nature and the capacity for solid independent judgement • Cooperates with, and when necessary, requests assistance from local state and federal officials concerned with building housing and zoning matters • Interview and obtain information from applicants in order to determine their needs; obtains technical and code information from applicants; informs applicants of special requirements and special problem areas in order to expedite the permit process; assists the public in completing building permit applications and calculates fees based on established fee schedules • Reviews submitted applications, plans, and permit documents, and other pertinent information to verify accuracy and completeness of information • Processes permit applications and plan intake; determines processing needs for projects			



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

- Periodically reviews local laws and codes pertaining to Planning/Building and Zoning
- Interviews, trains, and supervises the activities and time management of subordinates and approves time sheets
- Prepares and submits monthly departmental activity reports
- Develops, monitors, and submits yearly budgetary forecasts for the Building/Zoning Department, Planning Board and Zoning Board of Appeals
- Assists in creating short- & long-term departmental objectives in accordance with municipal goals
- Reviews and approves all vouchers from outside agencies and internal staff that are applicable to the Building/Zoning/Planning Board and ZBA budgets
- Attends Town Board, Planning Board, ZBA and other committee meetings when necessary
- Coordinates responses to public records requests and P/Z determinations
- Conduct Records Search requests and prepares the Certificate of Occupancy/Violation/Street Reports requested by abstract companies
- Collects fees and inputs daily revenue into BAS/IPS and develops reports to submit to the Town Clerk's Office
- Provides administrative support to Building/Planning and Zoning Department officials
- The Building Dept. Administrator should be able to identify and address the needs of the division of Land Use and perform administrative tasks to ensure the Building Dept. office runs smoothly
- Prepare end of Fiscal (or bi-annual) reports for the National Census Bureau
- Provides clerical services for the Code Enforcement Officer and Zoning Enforcement Officer
- Assigns and monitors work to clerical staff
- Conducts interviews and creates job descriptions
- Policy and procedure development
- Maintain Building Department webpage
- Maintains all Building, Planning, and Zoning Town Records and is familiar with NYS MU1 schedules
- Maintains confidentiality with sensitive information

Qualifications and Education Requirements

Must be a NYS Certified Code Enforcement Officer or have commensurate experience/training. Knowledge of customizing the permit software, to suit standard and unique permitting and inspecting conditions. Possess knowledge of building, planning and zoning codes.

This position is subject to all applicable civil service rules.

Preferred Skills

Knowledge of: construction plans, Uniform Building Codes, Planning and Zoning regulations and procedures, land use terminology, construction terminology, construction practices, and other local agency permit processing regulations and procedures. Effective interviewing techniques, computer operations, read architectural and engineering scales, and mastery of basic math. Review, interpret, and explain written documents, use a computer and related software applications, communicate effectively in both written and oral formats, represent the department with tact, and interact effectively

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date/Time:	



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

Job Title:	Motor Equipment Operator	Job Category:	Appointed
Department/Group:	Highway Department	Travel Required:	No
Location:	Highway	Position Type:	Full-Time
Level/Starting Rate:	2/ CBA		All wages set via union contract
HR Contact:	Town Supervisor		
Will Train Applicant(s):	Yes		
Posting URL:	www.townofnewlebanon.com		
Applications Accepted By:			
Fax or E-mail: (518)794-9694 townclerk@townofnewlebanon.com Subject Line: Job Application Attention: Highway Superintendent		Mail: NL Town Clerk P.O. Box 328 New Lebanon, NY 12125	
Job Description			
Role and Responsibilities TYPICAL WORK ACTIVITIES 1. Operates heavy construction equipment such as rollers graders front end loaders dump trucks small (d-3) bulldozers hydraulic extractors and sweepers 2. May operate pay loaders and backhoes 3. Loads fill and other construction materials 4. May operate large flatbed trucks used for transporting heavy equipment 5. May operate a small caterpillar with special blade used for digging and clearing drainage ditches 6. May operate dump trucks in the transport of solid waste and sludge 7. Occasionally operates dump truck and related motor equipment as work lead demands 8. Checks working condition of equipment and gives routine maintenance 9. May instruct and train personnel in the use and handling of specified pieces of motor equipment as directed by supervisor 10. Operates such heavy construction and highway equipment as graders front-end loaders bulldozers and hydraulic excavators 11. Operates snow removal equipment to clear town roads of snow 12. May perform job duties associated with the Motor Equipment Operator I classification 13. May perform job duties associated with the installation and maintenance of traffic signs and road markings Qualifications and Education Requirements Good knowledge of the operating characteristics of heavy equipment Good knowledge of the component parts, operating principles and maintenance needs of heavy equipment Good knowledge of the occupational hazards and necessary safety precautions in the operation of heavy equipment Good knowledge of traffic laws and other regulations governing the operation of heavy equipment Skill in the operation of moderately complex construction and transportation equipment			



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

Ability to understand and carry out oral and written instruction

Physical strength and agility sufficient to operate heavy equipment over rough terrain occasionally under adverse weather conditions

This position is subject to all applicable civil service rules.

Two (2) years of work experience or its part time equivalent in the operation of motor equipment used in construction and maintenance of highways

Possession of a Class A or Class B Commercial driver's license (CDL) with appropriate endorsements as required by the New York State Department of Motor Vehicles for the class of vehicle being operated Eligibility for and continued possession of the license is required for employment

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date/Time:	



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

Job Title:	Park Manager	Job Category:	Appointed
Department/Group:	Park	Travel Required:	Yes
Location:	Park	Position Type:	Part-Time/Seasonal
Level/Starting Rate:	3/\$3,500 annual salary		Seasonal May-Oct. salary based on 6hrs/week x 26 weeks at \$23hr
HR Contact:	Town Supervisor		
Will Train Applicant(s):	No		
Posting URL:	www.townofnewlebanon.com		
Applications Accepted By:			
Fax or E-mail: (518)794-9694 townclerk@townofnewlebanon.com Subject Line: Job Application Attention: Town Board		Mail: NL Town Clerk P.O. Box 328 New Lebanon, NY 12125	
Job Description			
Role and Responsibilities This is a working position engaged in maintaining the park pavilion for events as per the Town Hall Calendar. Duties include but are not limited to: 1. Set up/clean up pavilion for all events as per Town Hall Calendar. 2. Clean pavilion, restrooms, kitchen and grill and restock toilet paper, paper towels, soap and all other consumables as needed. 3. Remove/pick up litter from pavilion after events. 4. Respond to inquiries and requests from the summer camp director in a timely and professional manner. 5. During 8 weeks of summer camp, prepare the pavilion for 8am Monday morning. 6. Oversee park projects, complete a weekly park check list, and manage purchase and installation of park equipment. Communicate promptly with the Park Superintendent and/or Town Supervisor for any repairs needed in the park as indicated on the weekly park check list and oversee that needed repairs get completed in a timely fashion. 7. Monitor all stock of supplies for pavilion and bathrooms and reorder through Town Clerk's office in a timely manner. 8. Other duties as assigned Required knowledge skills and abilities			



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

Establish and maintain effective working relations with all contacted in the course of work

Qualifications and Education Requirements

Valid New York State driver's license

This position is subject to all applicable civil service rules.

		Date:	
Approved By:		Date:	
Last Updated By:		Date/Time:	



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

Job Title:	Park & Buildings Superintendent	Job Category:	Appointed
Department/Group:	Park/ Buildings	Travel Required:	No
Location:	Town Hall & Park	Position Type:	Part-Time
Level/Starting Rate:	4/ \$18.50/hr		
HR Contact:	Town Supervisor		
Will Train Applicant(s):	No		
Posting URL:	www.townofnewlebanon.com		
Applications Accepted By:			
Fax or E-mail: (518)794-9694 townclerk@townofnewlebanon.com Subject Line: Job Application Attention: Town Board		Mail: NL Town Clerk P.O. Box 328 New Lebanon, NY 12125	
Job Description			
Role and Responsibilities This is a working supervisory position engaged in light construction repair and operation of various types of equipment for the maintenance of town parks and facilities Duties include but are not limited to: 1. Operate mowers tractors vehicles and other small equipment 2. Utilize a variety of hand and power tools in park and building maintenance 3. Assist in routine maintenance of such equipment 4. Mow repair and prune lawns plants and trees as well as repair and clean courts fields and all other town park facilities 5. Mow and maintain athletic fields and related facilities 6. Clean restrooms and remove/pick up litter from park and building grounds 7. Perform general maintenance construction and repair of park recreational facilities and Town Hall 8. Set up /clean up meeting room and pavilion for all events as per Town Hall Calendar 9. Other duties as assigned Required knowledge skills and abilities Knowledge of general construction tools and equipment including safe work practices The ability to perform general construction and maintenance activities perform heavy manual labor learn to operate a variety of construction and maintenance equipment understand and carry out oral and written directions establish and maintain effective working relations with all contacted in the course of work Qualifications and Education Requirements			



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

Valid New York State driver's license

This position is subject to all applicable civil service rules.

		Date:	
Approved By:		Date:	
Last Updated By:		Date/Time:	



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

Job Title:	Town Supervisor	Job Category:	Elected
Department/Group:	Town Board	Travel Required:	Yes
Location:	Town Hall	Position Type:	Full-Time
Level/Starting Rate:	1/ \$42,933 Salary		*Not eligible for benefits as
HR Contact:	Town Supervisor		benefits are covered through
Will Train Applicant(s):	No		the County*
Posting URL:	www.townofnewlebanon.com		
Applications Accepted By:			
Fax or E-mail: N/A – Elected Position Subject Line: N/A Attention: N/A		Mail: N/A – Elected Position	
Job Description			
Role and Responsibilities 1. All statutory responsibilities as prescribed by law 2. HR duties for all positions for the Town including but not limited to civil service, payroll & benefits 3. Budget Officer – preparation of the tentative/budget and monitoring the budget throughout the year (this position is paid an additional salary and if nobody else is appointed to it, the Town Supervisor is the budget officer) 4. Voucher preparation as laid out by policy for Purchasing and Vouchering Items 5. Liaison between the Town and other County and State agencies such as NYS DOT 6. Liaison between the Town and local utilities such as NYSEG 7. Supports Town Board members and department heads with various needs 8. HR Paperwork 9. Notary services 10. Letter drafting and mailing 11. Meeting preparation including but not limited to agenda, resolutions, supporting documentation 12. Meeting follow up tasks 13. Preparing & tracking newsletter submissions for town & county offerings 14. Office filing & organization 15. Administration of all grants 16. Day to day operations of the Town			
and Education Requirements None – Elected position Encouraged to attend biannual training by AOT at town expense			
This position is subject to all applicable civil service rules			
Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date/Time:	



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



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

Job Title:	Tax Collector	Job Category:	Elected
Department/Group:	Tax Collector	Travel Required:	Yes
Location:	Town Hall	Position Type:	Part-Time
Level/Starting Rate:	3/\$10,812 Salary		
HR Contact:	Town Supervisor		
Will Train Applicant(s):	No		
Posting URL:	www.townofnewlebanon.com		
Applications Accepted By:			
Fax or E-mail: N/A Elected Position Subject Line: N/A Attention: N/A		Mail: N/A Elected Position	
Job Description			
Role and Responsibilities 1. Prepares the annual budget for the Town Board for the office of the Tax Collector 2. Receives the tax roll and tax warrant annually for the Town/County tax collection 3. Writes and arranges for legal notice to be published annually in the Town's official newspaper along with posting said notice in other prominent locations within the Town 4. Loads the tax bills for the new year onto the BAS Egov website and continually keeps this information updated/current as tax payments are received throughout the collection season 5. Receives the Town/County tax bills from ORPS and prepares them for mailing to individuals and banks holding mortgage escrows This includes sending out delinquent notices received from the CC Treasurer from previous years taxes that are still outstanding 6. Receives tax payments both in person at the Tax office during open hours and also by mail 7. Manages all phone calls visitors and correspondence to the office of the Tax Collector 8. Makes bank deposits for all tax payments received within 24 hours This is done both remotely and thru in person or night drop deposits as appropriate based on the form(s) of payments received 9. Maintains and balances the bank account of the Tax Collector 10. Submits payments from tax revenue collected to the Town Supervisor and then monthly to the Columbia County Treasurer during warrant period 11. Prepares and mails second notices as of April 1st annually for tax bills still outstanding from the current year collection 12. Prepares records and reports for the return of unpaid taxes to the Columbia County Treasurer at the end of the warrant period annually Qualifications and Education Requirements This position is subject to all applicable civil service rules.			
Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date/Time:	



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

Job Title:	SYP Camp Director	Job Category:	Appointed
Department/Group:	Summer Camp	Travel Required:	No
Location:	Park	Position Type:	Seasonal – 40 hrs/wk for 8 week summer camp plus 100 extra hours prep & follow up @\$23/hr – could be multiple positions or one
Level/Starting Rate:	3/\$23.00/hr		
HR Contact:	Town Supervisor		
Will Train Applicant(s):	No		
Posting URL:	www.townofnewlebanon.com		
Applications Accepted By:			
Fax or E-mail: (518)794-9694 townclerk@townofnewlebanon.com Subject Line: Job Application Attention: Town Board		Mail: NL Town Clerk P.O. Box 328 New Lebanon, NY 12125	
Job Description			
Role and Responsibilities 1. Complete and obtain all necessary documents required to obtain a Children's Summer Day Camp permit annually 2. Review the program annually and update as needed to maintain compliance with state codes 3. Submit updated plan or revisions annually to the Columbia County Dept of Health for review and approval 4. Prepare all necessary documents required to run the program 5. Advertise for interview verify applications of and hire appropriate personnel 6. Plan program activities including but not limited to field trips and swim lessons 7. Maintain and make available during inspections records identifying staff qualifications 8. Oversee implementation of program during camp operation 9. Report fires at the program site or medical emergencies during the program to the Columbia County Dept of Health within 24 hours of the occurrence 10. Provide all Assistant Directors Town Supervisor and Town Clerk with an up-to-date copy of the program plan 11. Plan and implement annual review/evaluation of program plan and annual program curriculum and activities 12. Attend Director workshop held at Columbia County Dept of Health			
Qualifications and Education Requirements			



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

21 years of age

24 weeks previous administrative or supervisory experience in camping or children supervision (must be acceptable to (State Commissioner of health)

ARC CPR and First Aid Certification and Universal Precautions for blood and body fluid borne pathogens training

This position is subject to all applicable civil service rules.

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date/Time:	



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

Job Title:	Planning/Zoning Clerk	Job Category:	Appointed
Department/Group:	CEO/ZEO	Travel Required:	No
Location:	Town Hall	Position Type:	Part-time
Level/Starting Rate:	4/ ~~\$1718.50~~ /hr		
HR Contact:	Town Supervisor		
Will Train Applicant(s):	Yes		
Posting URL:	www.townofnewlebanon.com		
Applications Accepted By:			
Fax or E-mail: (518)794-9694 townclerk@townofnewlebanon.com Subject Line: Job Application Attention: Building Department		Mail: NL Town Clerk P.O. Box 328 New Lebanon, NY 12125	
Job Description			
Role and Responsibilities			
1. The ~~Building Department~~Planning/Zoning Clerk works under the direct supervision of the ~~Code Enforcement Officer, ZEO/Admin,~~ Planning Board Chairperson, and Zoning Board of Appeals Chairman. 2. Performs a wide variety of general and routine clerical work for the Building/Planning and Zoning Departments requiring the skilled use of an alphanumeric keyboard 3. The work is performed in accordance with well-defined standards and procedures 4. Detailed instructions are provided by higher level staff for new or difficult assignments 5. Sorts, indexes, and files material alphabetically and/or numerically 6. Pulls material from files, makes file searches, and maintains charge out records 7. Types forms, letters, bills, reports, announcements, and correspondence 8. Checks, reports, and records for clerical accuracy and completeness 9. Prepares routine statistical reports from assembled data 10. Opens, times stamps, sorts, and distributes mail daily for Planning and Zoning Board of Appeals 11. Procures, distributes, and maintains stock of office supplies for Planning and Zoning Board of Appeals 12. Occasionally may act as a receptionist 13. Will interact with applications to verify that submissions, between meetings, me the request of the Planning Board. 14. Inputs departmental data into computer as necessary 15. Attends Planning/Zoning meetings as needed and types and distributes meeting minutes 16. Maintains the website pages for the Planning Board and Zoning Board of Appeals 17. Ability to use a -computer and office equipment necessary for successful job performance			

Formatted: Not Strikethrough

Formatted: Font color: Text 1

Formatted: Font color: Text 1, Strikethrough



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

~~18.~~ May schedule inspections upon the request of the Code Official

18.

19. Builds and maintains positive working relationships with co-workers, Board members, other county employees, and the public using principles of good customer service

Qualifications and Education Requirements

- Graduation from high school or possession of a high school equivalency diploma including or supplemented by a course in typing OR one year of satisfactory full-time paid clerical work experience which shall have included substantial typing duties

~~All requirements as per Civil Service regulations. This position is subject to all applicable civil service rules.~~

Preferred Skills

- Knowledge of office terminology procedures and equipment and programs (Microsoft Word Adobe PDF, Microsoft Office Suite and will train in BAS/IPS and WordPress which is the Town's current website management program)
- Working knowledge of business arithmetic and English
- Ability to get along well with others ability to understand and follow simple oral and written directions
- Ability to type accurately at 35 words per minute ability to make routine Arithmetic computations and tabulations accurately with reasonable speed ability to write legibly
- Clerical aptitude, mental alertness, neatness, tact and courtesy commensurate with the demands of the position, attention to detail/organizational Skills
- May be asked to lift or carry items weighing upwards of 40 pounds at times.

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date/Time:	

Formatted: Secondary labels, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5"

Formatted: Secondary labels

Formatted: Secondary labels, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5"

Formatted: Font color: Text 1, Strikethrough

Formatted: Font color: Text 1

Formatted: Font color: Text 1, Strikethrough



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

Job Title:	Zoning Enforcement Officer	Job Category:	Appointed
Department/Group:	Building Department	Travel Required:	Yes
Location:	Town Hall	Position Type:	Full-Time
Level/Starting Rate:	3/ \$22.00/hr		
HR Contact:	Town Supervisor		
Will Train Applicant(s):	No		
Posting URL:	www.townofnewlebanon.com		

Applications Accepted By:

Fax or E-mail:

(518)794-9694

townclerk@townofnewlebanon.com

Subject Line: Job Application

Attention: Town Board

Mail:

NL Town Clerk

P.O. Box 328

New Lebanon, NY 12125

Job Description

Role and Responsibilities

Specific responsibilities of the Zoning Enforcement Officer are outlined in the Town's Zoning Code (Chapter 205). The job of the Zoning Enforcement Officer (ZEO) is specialized technical work in the enforcement of zoning and other land use codes. Work involves providing zoning information, conducting field inspections for code compliance, issuing citations, referring to zoning maps and plats, researching property legal information and testifying at hearing relating to violations or citations. In addition the officer is responsible for Flood Plain Administration. The work is performed under general supervision of the Town Board with leeway allowed for exercise of independent judgment in carrying out details of the work.

Duties

Specific duties are outlined in the Town's Zoning Code (Chapter 205)

Additional Duties:

- Answers inquiries from architects, attorneys, real estate personnel, building contractors and the general public regarding land usage, zoning code and related ordinances as well as complaints
- Reviews all building and zoning permit applications and plans for compliance with the Town's zoning code
- Performs zoning permit inspections, based on approved plans, to ensure compliance with zoning codes, State and Federal regulations, and ensuring compliance with any and all conditions that the Planning Board and/or Zoning Board may have placed during their approval process
- Must be able to prepare legal documents such as Stop Work Orders, Notices of Violation, Appearance Tickets, etc.
- Testifies at hearing regarding notices of violation or citations issued for code violations
- Maintains official record of all ZEO business and activities, including complaints of violations along with photographs of the violations and action taken
- Responsible for Administering and enforcing Town Code Chapter 113 - Flood Damage Prevention
- Attends Town Board, Planning Board, ZBA and other committee meetings when necessary

Qualifications and Education Requirements

Knowledge of Town's Zoning Code and land use regulations, rules and procedures, knowledge of office practices and procedures, ability to maintain regulatory records and to prepare and submit reports, ability to meet the public and explain zoning and land use codes concisely, tactfully and impartially, ability to read and interpret site



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

plans and specification relating to land use, and zoning code provisions, ability to recognize deviations from code requirements and from established policies and procedures, ability to read, analyze and interpret maps/plans, technical procedures, or governmental regulations, ability to write reports and business correspondence via MS Word, MS Excel and/or Google Docs/Sheets

This position is subject to all applicable civil service rules.

Preferred Skills

Familiarization with land use and development principles and practices; ability to understand and explain provisions of the zoning ordinances in clear, non-technical terms; ability to compute and prepare records and reports; ability to establish and maintain cooperative working relationships with public officials, contractors, and the general public; tact and courtesy; good powers of observation;

Physical condition commensurate with the demands of the position, may be exposed to noise dust inclement weather conditions and potentially hostile environments, must have sufficient physical ability and mobility to work in an office and field environment to stand stoop reach bend kneel squat climb ladders and walk on uneven terrain loose soil and sloped surfaces to lift and/or carry light weight up to 40 lbs to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard ability to operate a vehicle to travel to various locations and to verbally communicate to exchange information

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date/Time:	