

Assistant to Commissioner of Public Works for Administration

The Town of North Hempstead, a municipality with 235,000 residents, located on the north shore of Long Island in Nassau County, is seeking an Assistant to Commissioner of Public Works for Administration. The position entails working on assignment with the Highway Department to assist in the planning and implementing of departmental programs and policies.

Key functions include:

- Analyze the effectiveness of policies and programs and recommends and implements improvements of operations and controls.
- Assists in the preparation and review of departmental budget and financial reports.
- Plans and coordinates the activities of subordinates engaged in implementing departmental programs and services.
- Makes special investigations, performs research and prepares reports and recommendations...

Needed Skills and abilities:

- Thorough knowledge of public works, highways, and emergency management.
- Thorough knowledge of the principals and practices of public administration and governmental accounting.
- Ability to plan and direct the activities of subordinates.
- Ability to establish and maintain effective working relationships with officials and subordinates.
- Ability to express ideas clearly and concisely, both orally and in writing.

The successful candidate must possess a high school education, (college preferred) and six years of administrative, supervisory, or inspection experience in construction or related fields; or satisfactory equivalent combination of training and experience. Those interested in the position should have the ability to work in a fast-paced, team-oriented environment, have strong interpersonal and communications skills, and should have a strong interest in public service. North Hempstead offers a strong benefit package, including a defined benefit pension plan, comprehensive medical, an optional deferred compensation plan, and a generous paid vacation and holiday schedule.

If interested in the position, please email a resume plus cover letter summarizing qualifications and salary requirements to Robert Weitzner, Commissioner of Finance/HR, at email: careers@northhempsteadny.gov