

TOWN OF NORTH HEMPSTEAD COMMISSIONER OF ADMINISTRATIVE SERVICES

TNH seeks Commissioner of Administrative Services

The Commissioner of Administrative Services is responsible for managing the following functions:

- All aspects of maintenance at Town Hall, Town Hall 2, the Animal Shelter and the Department of Public Works building.
- Procurement of janitorial and maintenance supplies for the Town.
- The bidding and contracting of supplies and services for the Town.
- The Procurement of office supplies for departments located in Town Hall and its annex.
- Reproduction and mail services for all town departments.
- Providing support services for Town Hall departments at offsite functions i.e. sound system, transportation, and special purchases.
- Snow Removal for the Town Hall, Annex and Animal Shelter parking lots.

Description of Duties

- Planning and directing the operation of the Town's Administrative Services department
- Coordinates and manages the activities of the Administrative Services team
- Inspects operations of the Administrative Services department
- Reviews progress of work performance of subordinates
- Supervises the maintenance of records and preparation of reports

Salary \$110,000

**Interested applicants should send a resume and cover letter to the
Commissioner of Human Resources, Robert Weitzner, at:
careers@northhempsteadny.gov**