

Jurisdiction: Oneida County Towns
Jurisdictional Class: Non-Competitive (PT)
(Town of Trenton)
Revised: 4/5/95

PUBLIC SERVICES NEGOTIATOR

DISTINGUISHING FEATURES OF THE CLASS: This part-time position exists in the Town of Trenton and involves responsibility to negotiate contracts between the town and volunteer fire departments and private ambulance service servicing the town. The work is performed under the general direction of the Town Supervisor and Town Board. Supervision over the work of others is not a responsibility of employees in this class. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Negotiates contracts with three fire departments servicing the town of Trenton;
Negotiates contract with the Prospect Ambulance Corps;
Attends meetings as necessary with the Town Board to advise them of negotiations and tentative and final agreements;
Attends meetings with the three fire departments throughout the year to discuss types of and methods of funding fire protection for the town;
Advises Town Board members of fire department(s) concerns.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of basic contract negotiation practices and procedures; ability to review and analyze contracts and draw conclusions concerning reasonable alternatives; working knowledge of the operation and costs of operation of volunteer fire departments and ambulance corps; ability to negotiate contracts; ability to prepare reports; ability to advise Town Supervisor and Town Board on negotiable issues.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma **AND** one (1) year of administrative or business experience, which shall have involved contract negotiation procedures.