

**River Area Council of Governments
Municipal Management Consultant/Circuit Rider Job Narrative**

The municipal management consultant/circuit rider (MMC/CR) is an advocate for the River Area Council of Governments (RACOG) and its 5 member municipalities (2 towns and 3 villages). He/she provides a link between the programs of the NYS Tug Hill Commission (commission) and RACOG. The MMC/CR is a NYS employee, but his/her work program is jointly supervised and managed through the RACOG board and the commission.

The MMC/CR attends the night meetings of member town and village boards, planning and zoning boards, and other groups as necessary. He/she gives assigned project progress/status reports at meetings of RACOG, takes initiative to perform necessary research and analysis to form basis for RACOG decisions, and keeps abreast of the governmental activities of all member towns and villages through personal contact. The MMC/CR provides direct technical assistance and training to member towns, or elicits assistance through RACOG, the commission or other governmental service providers as the need may arise.

The MMC/CR assists RACOG to develop its annual programs, and keeps RACOG and the commission informed on the activities of member towns and villages and their needs. The MMC/CR participates in broader projects in the RACOG area that have relevance to the council of governments. Additionally, a portion of the MMC/CR's time (~30%) is directed by the commission to regional project activities, to include grant writing, training development, and individual project consultations, to name a few.

The MMC/CR works out of his/her home and maintains contact with commission through phone and emails, and must attend commission monthly staff meetings, retreats, and other special meetings as necessary. The MMC/CR must provide their own vehicle (including costs for insurance and repairs) for travel and is reimbursed for mileage (presently IRS rate of \$.535/mile).

The MMC/CR must develop and maintain a wide network of contacts useful to their work such as state, regional and county officials and agencies, nonprofit organizations, and other groups that provide services or conduct activities affecting member towns. Training of the MMC/CR and ongoing professional development will be carried out through the commission.

Minimum Qualifications

- Bachelor's degree in such fields as public administration, planning, natural resources, community development, environmental science, or other related field and 3-5 years work experience is preferred; an equivalent combination of education and experience, in areas such as community development, community relations, organizational development, or local government of 5-10 years will be considered
- NYS driver's license and suitable vehicle
- Computer literacy (email, word processing, spreadsheets, data base) and access to high speed internet
- Excellent oral, written and interpersonal skills
- "Self starter" - with strong work ethic and ability to work independently
- Ability and willingness to attend night meetings three plus times per week and travel in inclement weather on rural roads

- Familiarity and experience with local government a plus
- Familiarity with Tug Hill Region a plus

Interested applicants should submit letter of interest and resume to Philip Street, Tug Hill Commission, 317 Washington Street, Watertown, NY 13601, by April 28, 2017.

Salary

The position of a municipal management consultant is a Management Confidential (M/C) NYS Grade Equivalent 18. The expected beginning salary is \$55,082 with a job rate of \$68,351, but depends on finalization of M/C salary schedules. The position also includes M/C benefits of health insurance and other benefit packages available. For more information regarding M/C positions and benefits, see

http://goer.ny.gov/Labor_Relations/ManagementConfidential/index.cfm