

## **Cooperative Tug Hill Council Circuit Rider Job Narrative**

The circuit rider is an advocate for the Cooperative Tug Hill Council (CTHC) and its 16 member towns. He/she provides a link between the programs of the NYS Tug Hill Commission and the Cooperative Tug Hill Council. The circuit rider is a NYS employee, but his/her work program is jointly supervised and managed through the Cooperative Tug Hill Council executive board and the Tug Hill Commission.

The circuit rider must attend the night meetings of member town boards, planning and zoning boards, and other groups as necessary. He/she must organize and attend meetings of the Cooperative Tug Hill Council and executive board of the Council, and must keep abreast of the governmental activities of all member towns through personal contact and through reporting from associate circuit riders. The circuit rider provides direct technical assistance and training to member towns, or elicits assistance through the Cooperative Tug Hill Council, the Tug Hill Commission or other governmental service providers as the need may arise.

The circuit rider assists the Cooperative Tug Hill Council to develop their annual programs and any other such activities as the Council directs. The circuit rider keeps the Cooperative Tug Hill Council and the Tug Hill Commission informed on the activities of member towns and their needs. The circuit rider assists the executive board with organizational development and managing the associate circuit rider program. The circuit rider provides staff assistance to the five-town Cooperative Tug Hill Zoning Board of Appeals and is the point of public contact.

The circuit rider works out of his/her home and maintains contact with Tug Hill Commission and associate circuit riders through phone and emails, and must attend Commission monthly staff meetings, retreats, and other special meetings as necessary. The home office equipment and supplies will be supported through the Tug Hill Commission. The circuit rider must provide their own vehicle (including costs for insurance and repairs) for travel and is reimbursed for mileage (presently IRS rate of \$.50/mile).

The circuit rider 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 circuit rider and ongoing professional development will be carried out through the Tug Hill Commission.

### **Minimum Qualifications**

- High school diploma, some college preferred
- 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 very rural roads
- Familiarity and experience with local government a plus
- Familiarity with Tug Hill Region a plus

### Hiring Timeline

May 6 - May 20	Place advertisements in papers
May 23	Application deadline
May 25	Applications sent to executive board
June 1 – 2?	Executive board meeting to evaluate candidates
June 2	Complete evaluation
June 6 - 10	Interview top candidates
June 10	Make decision on top candidate
June 13	Make offer to top candidate

### Municipal Management Consultant Ad

The Cooperative Tug Hill Council (CTHC) in cooperation with the NYS Tug Hill Commission seeks applicants for the position of CTHC Coordinator. CTHC is a cooperative of 16 member local governments in the Tug Hill region providing day-to-day technical assistance through this position to its member communities. Answering to an executive committee and working as a state employee of the Commission the person filling this post is expected, in addition to supervising assistants, to establish and maintain regular contact with member communities and to serve as the program manager. The ability to work independently and be self-motivated is critical to this position. For further information on salary, job description and minimum qualifications, see [www.tughillcouncil.com](http://www.tughillcouncil.com). Submit letter of interest/resumes to Roger Tibbetts, chairman Cooperative Tug Hill Council, 3 S Main St., Adams, NY 13605.

### Salary

The position of a municipal management consultant is a Management Confidential (M/C) NYS Grade Equivalent 14. Beginning salary is \$40,477 with a job rate of \$50,631. 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://www.goer.state.ny.us/Labor\\_Relations/ManagementConfidential/index.cfm](http://www.goer.state.ny.us/Labor_Relations/ManagementConfidential/index.cfm)