



## SCHUYLER COUNTY CIVIL SERVICE DEPARTMENT

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Lorry Johnson  
Personnel Officer

### Job Opening Deputy County Administrator Schuyler County

**SCHUYLER COUNTY, NY is seeking to hire a Deputy County Administrator.** Schuyler County is an attractive, growing community in the Finger Lakes Region of NY state. The County is internationally recognized as a destination location, as the home of Watkins Glen International (NASCAR), Watkins Glen State Park and a burgeoning wine and craft beer industry. The County population is just under 18,000 residents who welcome over 3 million visitors annually.

**HOW TO APPLY:** All candidates must submit a Civil Service application, along with a resume, and three (3) professional references. Information must be submitted to: Schuyler County Civil Service, 105 Ninth St., Unit 21, Watkins Glen, NY 14891. **Application deadline: Must be received in office by 4:30pm on 1/29/21.**

**SALARY:** Salary commensurate with experience plus excellent benefit package.

**VACANCY:** There is one full-time vacancy in the Schuyler County Administrator's Office. This position has been created as part of succession planning, in anticipation of the retirement of the Schuyler County Administrator in 2021.

**RESIDENCY REQUIREMENT:** The successful candidate need not be a resident of Schuyler County at the time of hire but shall become so within ninety days of appointment and remain so during the term of employment. Salary commensurate with experience plus excellent benefit package.

**JOB DESCRIPTION:** This is a key administrative position under the general supervision of the County Administrator. This position requires a high level of independent judgment in planning and carrying out the details of the work and includes supervising the delivery of County services with the goal of improving efficacy and efficiency, in compliance with all laws, rules and regulations.

**MINIMUM QUALIFICATIONS: Either**

- 1) Masters Degree in Business or Public Administration (preferred); **AND** two years of management experience in Public Administration; **or**
- 2) Bachelor's Degree in Business or Public Administration, **AND** Three years of management experience in Public Administration.

Applications and announcements are available at [www.schuylercounty.us](http://www.schuylercounty.us) or at the Schuyler County Civil Service Office, 105 Ninth St., Unit 21, Watkins Glen, NY 14891 (607) 535-8190

Schuyler County...An Equal Opportunity/Affirmative Action Employer

**Date Issued: December 29, 2020**