

**Northern Oneida County Council of Governments**  
**Municipal Management Consultant Job Narrative**

The municipal management consultant (MMC) is an advocate for the Northern Oneida County Council of Governments (NOCCOG) and its 17 member municipalities (12 towns and 5 villages). He/she provides a link between the programs of the NYS Tug Hill Commission and NOCCOG. The MMC is a NYS employee, but his/her work program is jointly supervised and managed through the NOCCOG executive board and the Tug Hill Commission (commission).

The MMC must attend the night meetings of member town and village boards, planning and zoning boards, and other groups as necessary. He/she must organize and attend meetings of NOCCOG and executive committee of NOCCOG and must keep abreast of the governmental activities of all member towns and villages through personal contact and through reporting from associate contractors. The MMC provides direct technical assistance and training to member towns and villages, or elicits assistance through NOCCOG, the commission or other governmental service providers such as the Local Government Education Committee as the need may arise.

The MMC assists NOCCOG to develop their annual programs and any other such activities as NOCCOG directs, including regular updates to the NOCCOG website and a biannual salary survey. The MMC keeps NOCCOG and the commission informed on the activities of member towns and villages and their needs, which includes a monthly report to the NOCCOG executive committee and commission directors on monthly meetings, major activities, projects, and any potential issues that arise. The MMC assists the executive committee with organizational development and managing associate contractors.

The MMC works out of his/her home and maintains contact with the commission and associate contractors through phone and emails, and must attend commission monthly staff meetings, retreats, and other special meetings as necessary. NOCCOG provides home office equipment and supplies. The commission provides a laptop computer. The MMC must provide their own vehicle (including costs for insurance and repairs) for travel and is reimbursed for mileage (presently IRS rate of \$.575/mile).

The MMC 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 and ongoing professional development will be carried out through the commission.

**Minimum Qualifications**

- Bachelor's degree and 3-5 years work experience is preferred; an equivalent combination of education and experience with local government of 5-10 years will be considered
- NYS driver's license and suitable vehicle
- Proven computer literacy (email, word processing, spreadsheets, data base, website maintenance) and reliable access to high speed internet and cellular service
- Excellent oral, written, organizational 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

## **Municipal Management Consultant Ad**

The Northern Oneida County Council of Governments (NOCCOG) in cooperation with the NYS Tug Hill Commission seeks applicants for the position of NOCCOG Municipal Management Consultant. NOCCOG is a cooperative of 17-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 managing associates, 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.noccog.org](http://www.noccog.org). Submit letter of interest and resume to Jean Waterbury, NYS Tug Hill Commission, 317 Washington Street, Watertown, NY 13601, [jean@tughill.org](mailto:jean@tughill.org) by February 21, 2020.

### **Salary**

The position of a municipal management consultant is a Management Confidential (M/C) NYS Grade Equivalent 14. Beginning salary is \$48,857 with a job rate of \$61,114. 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

<https://goer.ny.gov/management-confidential-mc>