

Department: County Highway
Classification: Exempt pending SCS approval *
Grade: Ungraded

SPEC DISK A4
DOCUMENT 44
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DEPUTY COUNTY SUPERINTENDENT OF HIGHWAYS

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for acting in behalf of the County Highway Superintendent in certain official departmental matters in his absence. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

In the absence of the Superintendent signs vouchers authorizing payment for contractual services received by the department;
In the absence of the Superintendent signs departmental payrolls;
At times issues administrative orders to work crews in the field;
Takes incoming calls for the Superintendent in his absence and disposes of any business which may be involved wherever possible;
Reviews correspondence and answers letters of a routine nature when the Superintendent is away from the office;
Receives visitors and discusses matters of business in the absence of the Superintendent;
Takes care of other varied administrative matters when the Superintendent is away.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of general departmental operation; good knowledge of department business management affairs; good business sense; sound judgment; initiative and resourcefulness; physical condition commensurate with the demands of the position.

COUNTY HIGHWAY LAW - SECTION 102a (Deputy County Superintendent)

The county superintendent of any county or the county engineer thereof appointed by any other law to perform the duties of county superintendent, with the approval of the board of supervisors, may appoint a deputy county superintendent or engineer, as the case may be, for such period or periods as the board of supervisors may determine, but limited to the term of office for which such superintendent or engineer was appointed with power and authority in

the county superintendent or engineer to terminate such appointment at his pleasure. Such deputy shall act for and have all the powers and duties of such superintendent or engineer during his inability to act as such superintendent or engineer or during the regular or approved vacation period of such superintendent or engineer.

In the event that such county superintendent or county engineer shall not appoint a deputy as provided herein, prior to or within thirty days after such inability to act shall occur, the board of supervisors may make such appointment for the period of such disability during the term of office of such superintendent or engineer, and such appointee shall thereafter continue in office for such period as the board of supervisors may determine, but within the limitation of time as hereinbefore mentioned.

The board of supervisors shall, in any event, determine the amount of such deputy's bond and fix his salary and provide for the payment of all the necessary expenses incurred while in the performance of his duties, which salary and expenses shall be a charge against the county road fund, and may remove him from office for such causes and in the same manner as provided for the removal of a county superintendent or engineer.

DEPUTY COUNTY SUPERINTENDENT OF HIGHWAYS - CONTINUED

The provisions of law not inconsistent with the provisions of this section, applicable to the powers, duties, conduct, appointment and removal of county superintendents or engineers shall be applicable hereto.

* Justification - Civil Service Law - Section 41 (Exempt Class)

1. The following offices and positions shall be in the exempt class:
 - (a) one secretary of each state department or division, temporary state commission or other state officer authorized by law to appoint a secretary;
 - (b) the deputies of principal executive officers authorized by law to act generally for and in the place of their principles;

- (c) one secretary of each municipal board or commission authorized by law to appoint a secretary;
- (d) one clerk and one deputy clerk if authorized by law, of each court, and one clerk of each elective judicial officer, and also one deputy clerk, if authorized by law, of any justice of the supreme court;