

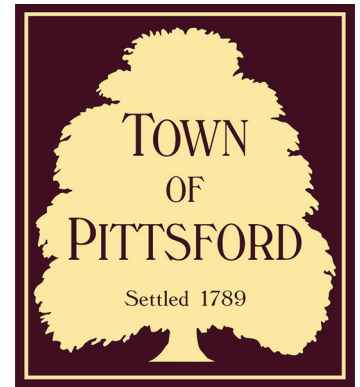
JOB OPENING

Supervisor's Office

Position: **Constituent Services Coordinator**
(Full-Time)

Posted: November 12, 2018

Deadline: December 12, 2018



The Town of Pittsford has an opening for the position listed above.

Assists Supervisor in responding to town resident requests for services, communicating with residents and relevant town departments to provide requested services and resolve issues. Works with communications department as needed, from case to case and more generally, to coordinate resolutions and interact with residents. Creates memos and reports on behalf of the Town Supervisor, including drafting press releases, brochures & speeches. Assists Supervisor at public activities and otherwise to keep the public informed of town issues, services, and programs. Acts as liaison with local officials and municipalities to assist with and respond to needs of town constituents. Assists in developing and implementing special events and programs.

Permanent appointment after reachable status on Civil Service exam. Qualifications: (A) BS degree & (1) yr paid FT or its PT equivalent professional experience in a municipal setting involving constituent services, public relations or prep of written material for public dissemination OR (B) Graduation from a regionally accredited or NYS registered university with an AS degree, plus (2) yrs paid FT or its PT equiv. experience as defined above; OR (C) Graduation from a regionally accredited or NYS registered college or university with a Master's degree in Public Administration; OR (D) An equivalent combination of education and experience as defined by the limits of (A), (B), and (C) above.

Full-Time 35 hours per week, M-F

Responding to the Town of Pittsford residents for information and concerns is an important aspect of this job. The candidate must have the ability to communicate effectively with the general public and act as a representative for the Town of Pittsford.

Background checks are required for all employment in the Town of Pittsford. All offers will be subject to successful completion of an acceptable background check.

Interested candidates should send an application, cover letter & resume by mail, email or fax to:

Town of Pittsford
11 South Main Street
Pittsford, NY 14534
Attn: Personnel Department

Email to: cfleming@townofpittsford.org
Fax to: (585) 248-6247
For an employment application, click [HERE](#)