



# DIRECTOR OF LABOR RELATIONS

The Town of Islip presently has an opening for an experienced Director of Labor Relations to join our team. This is a unique opportunity to serve as Director of Labor Relations in the 3<sup>rd</sup> largest township in the State of New York.

## **RESPONSIBILITIES:**

As Director of Labor, you will perform professional, responsible duties in the negotiation and administration of employee labor contracts for a municipal jurisdiction. You will oversee personnel in their adherence to and conformance with established municipal labor and personnel policy. In the performance of duties, considerable independence of action and judgment is exercised.

Thorough knowledge of the principles, practices, methods and techniques of public personnel administration in addition to, the ability to establish and maintain effective working relationships and maintain liaison with administrators, department heads, employees and public officials.

Work is performed under the general supervision of an administrative supervisor through conferences and written reports.

## **TYPICAL DUTIES:**

- Represents the municipality in collective bargaining negotiations and in settling grievances;
- Assures fairness and equity in public employer-employee relations;
- Provides data to management officials concerning working conditions, salaries, fringe benefits and other pertinent situations within the jurisdiction;
- Examines charges of unfair labor practices and questions concerning the representation of employees for the purpose of collective bargaining;
- Insures that contract terms are in accordance with the Taylor Law;
- Supervises the work of personnel in terms of policies, programs and law;
- Participates in the formulation of policy decisions regarding Employee Benefits and Labor relations;
- Serves as Section 75 Hearing Officer or assigns a designee;

## **MINIMUM QUALIFICATIONS:**

- Graduation from a college with federally-authorized accreditation or registration by New York State with a Bachelor's Degree and five (5) years of responsible experience in the field of labor relations.
- NOTE: Additional relevant graduate level education from a college with federally-authorized accreditation or registration by New York State will be substituted for experience on a year-for-year basis up to a maximum of two (2) years.

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Salary commensurate with experience

**Interested candidates should forward a cover letter and resume by**

Fax (631)224-5771 or email [Personnel@islipny.gov](mailto:Personnel@islipny.gov)