



## **DIRECTOR OF THE BUREAU OF ADMINISTRATIVE ADJUDICATION**

### **DISTINGUISHING FEATURES OF THE CLASS**

An employee in this class administers and oversees the activities of the Bureau of Administrative Adjudication in a town. The incumbent is the primary Administrative Law Judge for the adjudication of code violations and shall hold all the powers pursuant to §381 of New York State General Municipal Law. Supervision is exercised over Administrative Law Judges and clerical staff. All work is performed according to standard procedures prescribed by state law. This is an independent position that is appointed for a five-year term by the Town Supervisor with the advice and consent of the Town Board. Does related work as required.

### **TYPICAL WORK ACTIVITIES**

- Presides over the adjudications of violations issued pursuant to Town Code;
- Supervises and assigns adjudication matters to Administrative Law Judges;
- Designates Administrative Law Judges to act as an appeal panel;
- Presides over hearings and conferences, examines witnesses, makes rules on motions, receives evidence and makes evidentiary rulings, makes finding of fact and renders decisions and makes determination and orders;
- Adopts rules of practice governing the conduct of adjudications before the Bureau, pursuant to State and Local Law;
- Publishes and makes available to the public all significant decisions rendered by Administrative Law Judges and the Administrative Appeals Panel;
- Develops and implements a program to train and evaluate Administrative Law Judges;
- Oversees the collection and analysis of data and statistics with respect to the operation and duties of the Bureau.

### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS**

Thorough knowledge of administrative law and procedures; good knowledge of the principles of office management and supervision and ability to apply these principles to office operations; ability to plan, assign and supervise the work of a number of employees; ability to instruct and train employees in a manner conducive to full performance and high morale; ability to establish and maintain effective working relationships with attorneys and the general public; ability to maintain complex records and to prepare periodic reports from these records; ability to handle all personnel matters within the department; physical condition commensurate with the demands of the position.

### **MINIMUM QUALIFICATIONS**

At the time of appointment and throughout employment in this title, employees must possess a License to practice law in the State of New York and be admitted to practice for at least five (5) years. Appointment in this title is by the Town Supervisor, with the advice and consent of the Town Board, for a term of five (5) years.

### **ADDITIONAL PREFERRED QUALIFICATIONS**

Admitted to practice law in the State of New York for at least 10 years, with at least five (5) years' of experience in practicing municipal law, with an emphasis on code enforcement, writing and interpreting local Town codes, as well as litigating, conducting trials and appearing in courts of record in New York State.

11/12/19

SUFFOLK COUNTY

Pending (Non-Competitive)

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

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