

LEGA NOTICE

Please be advised that the Town of Sullivan is seeking an applicant for the following position. Questions can be directed to Supervisor Thomas Daviau by either telephone at 315 687-5032 Monday through Friday, or by email at tdaviau@townofsullivan.org. Deadline for filing applications and resumes will be January 31, 2024. Applications and resumes can be directed to: Town of Sullivan Supervisor Thomas Daviau via his email or by mailing to 7507 Lakeport Road Chittenango, New York 13037 Director of Compliance / Administrative Services

Salary \$65 to \$85K pay range. Inquiries 2 weeks 1/4-1/18/24 Percent of Work Time Job Duties/Responsibilities: - 25% Legal compliance. Ensure that the organization adheres to all applicable laws and regulations. This includes staying up-to-date with changes in legislation and adjusting internal processes accordingly. - 20% Vendor Management. Work closely with suppliers to negotiate contracts, evaluate products and services, and ensure compliance with purchasing policies. Verify that the municipality receives high-quality goods at competitive prices. - 15% Audits and assessments. Conduct regular audits to identify weaknesses and areas of noncompliance. Develop realistic plans to address these issues and ensure adherence to policies. - 10% Reporting and communication. Regularly report to senior management on the organization's compliance status. Provide summaries and updates on compliance efforts, audit results, and any corrective actions taken. - 10% Risk identification and mitigation. Collaborate with municipal management to identify potential risks related to compliance. Regularly assess and monitor these risks to prevent noncompliance. - 5% Employee awareness. Communicate with employees to ensure they understand their responsibilities regarding compliance. Educate staff on internal and external laws and regulations. - 5% Technical reporting. Prepare technical reports by collecting and analyzing information related to compliance and technology trends. These reports may be used for senior management, regulatory bodies, or internal purposes. - 5% Market research and analysis. Utilize business intelligence skills to analyze market trends, competitive intelligence, and strategic planning. Apply this knowledge to improve existing processes and drive positive changes. - 5% Budgeting and financial data. Collaborate with Department Heads and staff to manage budgets related to compliance activities. Ensure financial transactions align with established policies. - 3% Software systems and tools. Leverage tools such as Power BI, Tableau, and Python for data visualization, data cleansing, and analysis. Familiarity with these tools and SQL and Microsoft Office is essential.

- 2% Strategic decision-making. Use strategic planning skills to define continuous improvement initiatives. Make informed decisions that enhance compliance processes and overall organizational performance. - 1% Develop internal municipal policies. Create and maintain internal policies that ensure compliance with relevant laws and regulations. These policies should cover areas such as procurement, vendor management, and financial transactions. - Minimum educational requirement for candidate is College Master's Degree with specialization in Business Administration. - In addition to the duties noted above, the individual must and have 3-5 years; experience in legal compliance, have familiarity with industry specific regulations, 5+ years of hands-on experience in vendor negotiations, contract management, and supplier evaluation, 2-3 years; experience conducting audits, compliance assessments, or internal reviews, 5+ years of preparing compliance management, 7-10 years of preparing technical reports, analyzing data, and summarizing compliance-related information, familiarity with market trends, competitive intelligence, and strategic planning.

- Candidate should have essential knowledge in understanding industry-specific compliance requirements, grasp of financial concepts, budgeting and cost analysis, supply chain processes, procurement cycles and inventory management. Candidate should also possess the skills of negotiation, financial acumen, data analysis and reporting, effective communication, strategic decision making and attention to detail.

1/21, 28/24
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