

DIRECTOR OF ADMINISTRATIVE SERVICES

JOB CODE: 2900
LOCATION: Tioga County Departments
CLASSIFICATION: Competitive
SALARY: Non-Union
ADOPTED: 1/01; Revised 5/05; Tioga Co. Civil Service

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative position involving responsibility for the supervision and coordination of the fiscal and administrative affairs in one or more departments. The work involves responsibility for preparation and maintenance of the department budget and for recommending policies and procedures in the administrative and financial service areas. Work is performed under the general direction of the appropriate Department Head in accordance with established policies and procedures. Direct supervision is received from the Department Head or designee, with considerable leeway allowed in the use of independent judgment. Supervision is exercised over the work of assigned subordinate administrative and/or clerical personnel. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Assists in the formulation and implementation of local policies and procedures for the financial and administrative services of specified department(s);
- Plans, directs and coordinates administrative functions such as accounting and clerical;
- Assists in matters related to administration, budget, personnel and agency procedures;
- Secures budget estimates, conducts internal fiscal and administrative studies and analyzes department expenditures;
- Interprets Federal, State and local laws and regulations related to his/her area of responsibility and develops administrative procedures to implement them;
- Supervises and directs assigned staff, including evaluating performance, directing disciplinary actions and making staffing decisions;
- Prepares periodic financial, statistical and administrative reports as required by law or as requested;
- Assists in carrying out specialized services in the department (i.e. purchasing, inventory control);
- Maintains contracts with all departmental units, other departments and community groups in area of his/her professional responsibility;
- May be charged with the conduct and implementation of internal administrative studies.
- Participates in regular management meetings as a member responsible for administrative and financial issues.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Comprehensive knowledge of modern business administration, personnel and budgetary practices and procedures; thorough knowledge of modern accounting principles and practices; thorough knowledge of principles and practices involved in the maintenance of municipal financial accounts; thorough knowledge of agency policies and procedures; ability to plan and direct the work of others; ability to train and supervise employees in office methods and procedures; ability to establish and maintain cooperative relations with the public and other governmental and private agencies; ability to communicate effectively both orally and in writing; ability to prepare reports; resourcefulness in handling administration problems; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS (Either):

- (a) Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree and four (4) years of full-time paid experience or its part time equivalent in business administration or accounting, at least three (3) years of which must have been in a responsible administrative, managerial or supervisory capacity involving planning, directing and coordinating the activities of a large subordinate staff; OR
- (b) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree and six (6) years of full-time paid experience or its part-time equivalent as described in (a) above, three (3) of which shall have been in a responsible administrative, managerial or supervisory capacity involving planning, directing and coordinating the activities of a large subordinate staff; OR
- (c) Graduation from high school and eight (8) years of full-time paid experience or its part-time equivalent as described in (a) above, three (3) of which shall have been in a responsible administrative, managerial or supervisory capacity involving planning, directing and coordinating the activities of a large subordinate staff; OR
- (d) An equivalent combination of training and experience as defined by the limits of (a) and (b) above.

NOTE: A Master's degree in Business or Public Administration or closely related field may be substituted for two years of the required experience outlined above, however, the candidate must still possess at least three years of the supervisory experience.