

# **Administrative Services Coordinator (Promotional) Tompkins County**

**Department:** Personnel, Administration  
**Classification:** Competitive  
**Labor Grade:** M (63)  
**Approved:** Reclass per AF, Eff. 11/97  
**Revised:** 08/04; 04/13  
**By:** AF, Commissioner of Personnel

## **PROMOTION QUALIFICATIONS:**

This is a departmental promotion opportunity admitting only current employees of the Tompkins County Probation Department. No later than the filing period announced, the applicant must currently hold, and have continuously have held, at least two years of full-time (or the equivalent part-time) competitive class status in the title of Administrative Assistant - Level 4 (old title Administrative Assistant).

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

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

This is complex clerical work involving responsibility for the performance of a number of varied and unrelated accounting and administrative tasks. The essential nature of the work includes the general understanding of County policies and procedures and the use of independent judgment on detailed research projects. The incumbent assists a more senior staff member in developing, reviewing, administering, and assessing policies related to the budget and various policies and procedures. Internal and external contacts occur on a regular basis with interaction between senior level and management staff in both County departments and other agencies under the County's jurisdiction. This position routinely utilizes a high level of computer skills including a variety of word processing, graphic applications, and spreadsheet software. The employee also provides departmental support for equipment and software usage and maintenance. Unusual problems or situations, not previously encountered, are referred to the supervisor before action is taken. The work is performed under the general supervision of the Department Head, however, a considerable amount of autonomy and independent judgment is exercised when performing the duties assigned. Depending on the location, an employee in this class may serve as a lead worker or supervise assigned staff within the department. The incumbent will perform all related duties as required.

## **TYPICAL WORK ACTIVITIES:**

- Performs all support functions under the direction of a senior staff member in preparation of the County or departmental budget including data collection, reconciliation, preparation of budget forms, analysis summaries and graphs;
- Provides guidance and training for agency staff who submit budgets;
- Provides information about the County's and/or department's administrative policies procedures;
- Provides cross-functional program support to the various departments of the County;
- Provides staffing resources on special projects as necessary;
- Analyzes and evaluates both in-house and through consultant services, new initiatives and best practices in order to facilitate the creation of significant cost savings;
- Interacts directly with internal and external customers on behalf of the department in carrying out the policies of the department;
- Assists in developing, reviewing, administering and assessing policies related to budget, program and agency procedures;
- Performs cost studies and financial analysis for special projects and research assignments;
- May conduct training on office procedures, with emphasis on computer related usage and data base management;
- Provides support for the department use of the budget on the Financial Management System;
- Maintains various databases to include generating specific reports;
- Manages departmental revenues and expenditures and processes requisitions and vouchers for payment;
- Prepares material and budget studies for various Board resolutions and budget adjustments;
- Reads incoming mail, conducts general correspondence and routes balance to proper official or unit and manages equipment service and supplies (copier, fax, printers, phones etc.);
- Disseminates large mailings and departmental communications;
- Produces multi-media transmissions and presentations.

## **KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Thorough knowledge of office terminology, procedures and equipment;
- Good knowledge of business arithmetic and English;
- Good knowledge of computer spreadsheet, word processing and graphic application;
- Good knowledge of the organization, functions, laws, policies and regulations of the County Board and the Department to which assigned;
- Good knowledge of budget and accounting procedures;
- Ability to handle routine administrative details independently, including the composition of letters and memoranda;
- Ability to establish and maintain cooperative relations with the public and other governmental and private agencies;
- Ability to perform close detailed work involving considerable visual effort and strain;
- Good judgment in solving complex clerical and administrative problems;
- Resourcefulness in handling administrative problems;
- The employee's physical condition shall be commensurate with the demands of the position.

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