

Director of Administrative Services Trainee Tompkins County

Department: Department of Social Services
Classification: Competitive
Labor Grade: Management Grade 87
Approved: 10/2021
Revised: 5/22
By: RP, Commissioner of Human Resources

MINIMUM QUALIFICATIONS: EITHER:

- (a) Graduation from a regionally accredited or New York State registered four-year college with a bachelor's degree **AND** three (3) years of full-time (or the equivalent part-time) paid experience supervising and directing one or more of the following administrative functions for either a sizeable department, division, or branch of a large organization or the entirety of a small organization: accounting, budget management, contract administration, and/or human resources; **OR**
- (b) Completion of two years (60 semester hours) of study in a regionally accredited or New York State approved college or university **AND** five (5) years of full-time (or the equivalent part-time) paid experience supervising and directing one or more of the following administrative functions for either a sizeable department, division, or branch of a large organization or the entirety of a small organization: accounting, budget management, contract administration, grant administration, and/or human resources; **OR**
- (c) Graduation from high school or possession of a high school equivalency diploma **AND** seven (7) years of full-time (or the equivalent part-time) paid experience supervising and directing one or more of the following administrative functions for either a sizeable department, division, or branch of a large organization or the entirety of a small organization: accounting, budget management, contract administration, grant administration, and/or human resources; **OR**
- (d) Any equivalent combination of training and experience as described in (a), (b) or (c) above.

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

DISTINGUISHING FEATURES OF THE CLASS:

Over the course of a maximum 18-month traineeship, an incumbent in this class will be expected to gain the knowledge and skills necessary to coordinate, supervise, and manage the administrative services operations of the Department of Social Services.

These involve a wide variety of specialized organizational functions, including accounting services, budget creation and management, contract administration, information and communication technology support, fleet management, personnel administration, and the interpretation and implementation of directives authored by other State and County authorities.

Work will be performed under the direct supervision of the Director of Administrative Services, and the indirect supervision of the Deputy Commissioner and Commissioner of Social Services. Frequent exercise of a significant degree of independent judgement will be required.

The incumbent will be part of the Department's Senior Staff team. They will develop positive working relationships with the other team members, as well as appropriate contacts within other County Departments, local human services agency partners, and State agencies. The incumbent will perform all related duties as needed.

TYPICAL WORK ACTIVITIES:

- Plans, directs, and coordinates various administrative services functions and personnel;
- Formulates policy and procedures for the fiscal and general administration of the department;

- Assists the Commissioner in developing and administering policies related to administration, budget, personnel, and agency procedures;
- Maintains contacts with departmental units, other county departments, service providers, and State oversight agencies concerning fiscal procedures and departmental administration;
- Coordinates information technology and telecommunications services in all department divisions and provides technical support and oversight of the department's computing and digital communications functions;
- Analyzes directives, bulletins and information material issued by the State oversight agencies (OTDA, OCFS, DOH, and DOB) and the county's administrative departments in order to develop congruent departmental procedures and practices;
- Develops staffing and funding requirements for inclusion in the budget;
- Makes feasibility studies of administrative changes to improve operations;
- Conducts fiscal analysis of programmatic changes, assists in the preparation of budget materials, draft Resolutions, and other information for presentation to the Human Services Committee and the County Legislature;
- Serves as a liaison to the Human Resources Department for purposes of administering all departmental personnel actions and reporting;
- Supervises maintenance of department supplies, equipment, and fixed asset inventory accounts;
- Oversees equipment orders and the use and maintenance of all department-managed equipment, including fleet vehicles;
- Serves as departmental contract management officer and monitors contracts, service agreements and leases for office space to ensure compliance by contract agencies and landlords;
- Supervises staff recruitment, selection, training, and evaluation;
- Prepares a variety of accounting, statistical and narrative reports;
- Supervises the department's IT support unit;
- Supervises the combined departmental Accounting and Data Entry unit;

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of current principles and practices of business administration, accounting, and budgeting;
- Thorough knowledge of the principles, practices, and techniques of personnel administration;
- Thorough knowledge of the policies, laws and regulations affecting Social Services activities;
- Thorough technical knowledge of the State and Local IT systems and interactions among the divisions and county departments;
- Good knowledge of public administration as it applies to local government;
- Ability to understand and carry out complex written and verbal instructions;
- Ability to plan, evaluate 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 prepare accounting, statistical and narrative reports;
- Ability to perform close, detail work involving considerable visual effort and strain;
- Ability to operate a personal computer and experience with various software;
- Good judgment;
- Physical condition commensurate with the demands of the position.

PHYSICAL, MENTAL AND ENVIRONMENTAL DEMANDS:

The employee must be able to sit for extended periods of time within a standard eight-hour work day. Other types of physical effort are minimal with the exception of the occasional requirement to lift boxes of office supplies and paper goods up to twenty pounds. The incumbent's visual acuity must be sufficient to enable him or her to see and accurately work with information on a computer screen and be able to satisfactorily perform the essential functions of this job. The employee's hearing must be sufficiently acute to enable him or her to hear, understand and carry out verbal instructions. The employee must have the physical ability to manipulate a computer keyboard and other types of office equipment. These fine motor skills include considerable hand/eye coordination and the full use of fingers, hands and arms to perform the essential functions of this job. Environmental factors include the ability to work closely and cooperatively in close physical proximity with others. He or she may occasionally be required to work alone. Almost all work is performed indoors in a temperature-controlled environment, so excessive heat, cold, humidity, noise, etc., are not factors that are significant to this job. The employee may at times be asked to drive to get to remote locations, or otherwise demonstrate the ability to meet the limited transportation requirements of this job.

The work involves considerable demands from extremely tight deadlines generated by regulatory mandates. High interpersonal skills are necessary in order to plan and coordinate inter-departmental cooperation and collaboration across a diverse range of professionals. Internal contacts are across departments and affect the development and implementation of projects or issues.

External contacts include communication and negotiation with representatives from oversight agencies, contractual service providers, technology vendors, grant funders, and others as necessary to develop and deliver programs and services. Client contact is not a necessary function of this position. The work environment has minimal exposure to disagreeable physical conditions and the employee's risk of accident or injury is low. The work will require strong skills in the use of standard business software to generate reports accurately and efficiently. To be effective, the incumbent will need to acquire a high level of operational knowledge regarding several State-supported and State-mandated databases and applications. The nature of this position is such that it requires moderate visual effort on a day-to-day basis.

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