

DIRECTOR OF ADMINISTRATIVE SERVICES

Tompkins County

Classification: Competitive

Labor Grade: 89

Approved: 0

MINIMUM QUALIFICATIONS: EITHER:

(a) Graduation from a regionally accredited or New York State registered four-year college with a bachelor's degree AND three years of full-time paid (or the equivalent part-time and/or volunteer) administrative or supervisory experience in public administration, accounting, financial management, personnel administration or planning, directing and coordinating major program areas in a health or human services public or private agency; 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 years of full-time paid (or the equivalent part-time and/or volunteer) administrative or supervisory experience in public administration, accounting, financial management, personnel administration or planning, directing and coordinating major program areas in a health or human services public or private agency; OR

(c) Graduation from high school or possession of a high school equivalency diploma AND seven years of full-time paid (or the equivalent part-time and/or volunteer) administrative or supervisory experience in public administration, accounting, financial management, personnel administration or planning, directing and coordinating major program areas in a health or human services public or private agency; 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:

This position involves responsibility for the supervision and coordination of the fiscal and operating affairs of the Department of Social Services. In addition to supervising all accounting, fiscal operations, personnel administration, and coordination of the ITS/MIS systems of the department, the incumbent has charge of the conduct and implementation of internal administrative studies and is responsible for recommending policies and procedures in the administrative services area. The work is performed under the direction of the Commissioner of Social Services in accordance with established policies and objectives, permitting the frequent exercise of independent judgment. Direct supervision is exercised over the accounting and data entry divisions of the department. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Plans, directs and coordinates various non-services functions and personnel;
- Formulates policies 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 and community groups concerning fiscal procedures and departmental administration;
- Coordinates MIS issues throughout departmental divisions and provides technical support to the department's ITS/MIS functions;
- Analyzes directives, bulletins and information material issued by the State Social Services Department in order to develop local procedures to meet operational needs;
- Develops staffing and funding requirements for non-services operations for inclusion in the budget;
- Makes feasibility studies of administrative changes to improve operations;
- Conducts fiscal analysis of programmatic changes, prepares preliminary budget and provides material and information for presentation to the Human Services Committee and the Board of Representatives;

- Serves as liaison with the Personnel Office for purposes of administering all departmental personnel actions and reporting;
- Supervises maintenance of department supplies, equipment and fixed asset inventory accounts;
- Orders new equipment and oversees the use and maintenance of all departmental equipment, including county cars;
- Serves as department 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;
- May act for and in place of the Commissioner of Social Services.

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 MIS 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.