

Administrative Coordinator Tompkins County

Department: Probation, Health, Planning and T-S-T BOCES, Youth Services
Classification: Competitive
Labor Grade: White Collar Grade 13
Approved: 5/12/91 Bd Res 224; BOCES 1/3/92
Revised: 3/93; 11/93; 10/04; 4/13; Youth 7/20
By: LG, Deputy Commissioner of Human Resources
BBP Risk Factor: 3

MINIMUM QUALIFICATIONS:

- (a) Graduation from a regionally accredited or New York State registered four-year college or university with bachelor's degree and three years of full-time paid (or the equivalent part-time) experience in an office management or senior level clerical position; **OR**
- (b) AAS plus five years of full-time paid (or the equivalent part-time) experience in an office management or senior level clerical position; **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) experience in an office management or senior level clerical position; **OR**
- (d) Any combination of training and experience equal to or greater than that described in (a) and (b) and (c) above.

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

DISTINGUISHING FEATURES OF THE CLASS:

This is an administrative support position involving independent responsibility for the supervision and coordination of the fiscal and operating functions of a department. The incumbent is responsible for overseeing the day-to-day office management and supervision of non-technical staff. The position is responsible for program planning, budget formulation, fiscal management, and statistical record keeping/management. Work is performed in accordance with policies and objectives directed and outlined by department head, with considerable leeway for independent judgment. The position acts as a liaison with a variety of other departments and agencies and supervises the non-technical office staff. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Formulates policies and procedures for the fiscal and general administration of the department under the direction of the department manager;
- Assists the department manager in developing, administering and assessing policies related to budget, program, personnel, and agency procedures;
- May supervise program components including liaison activities with other departments and agencies, providing information to the general public, and interacting directly with clients and their families;
- Makes budget studies, assists in the preparation of the total budget, and prepares material needed for board resolutions and budget adjustments;
- May prepare funding proposals or state aid budgets and reimbursement reports;
- Responsible for physical plant management such as ordering equipment, requesting repairs, and assessing future needs of a department or agency;
- Responsible for interviewing, making recommendations on hiring of nontechnical staff, training, supervision, and performance evaluations of office staff;
- May provide training on office operation, with emphasis on computer-related usage and database maintenance;
- Oversees the preparation of or provides a variety of accounting, statistical, and narrative reports as required;
- Serves as liaison with other county departments regarding personnel transactions, equipment procurement, and budgetary monitoring;
- Serves as support staff to select committees, advisory boards, and councils associated with the work of the agency for specific programs administered by the department in conjunction with other agencies;
- Develops and monitors contracts and service agreements;

- May be required to edit and update a variety of web pages.
- Performs related work necessary for the efficient execution of administrative functions of the agency.

TYPICAL WORK ACTIVITIES FOR PLANNING DEPARTMENT ONLY:

- Coordinate participation of experts from local, regional and State agencies in deliberating local planning issues;
- Responsible for collecting information and editing material for department Newsletter;
- Assist in the management and dissemination of planning information and database;
- Coordinate and facilitate citizen grassroots committees planning efforts;
- Develop technical workshop training programs for town, village and county planning boards.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of current principles and practices of business administration of various agency programs;
- Thorough knowledge of office terminology, procedures and equipment;
- Thorough knowledge of business arithmetic and English;
- Good knowledge of the organization, functions, laws, policies, and regulations of the agency to which assigned;
- Ability to handle routine administrative details independently, including the composition of letters and memoranda;
- Ability to plan, assign and review the work of others;
- Ability to understand and carry out complex oral and written instructions;
- 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.

Originally created 11/90

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