

Administrative Coordinator (Promotional) Tompkins County

Department: Probation, Health, Planning and T-S-T BOCES, Youth Services
Classification: Competitive
Labor Grade: M (13)
Approved: 5/21/91 Bd. Res. 224, BOCES 1/3/93
Revised: 3/93; 11/93; 10/04; 4/13; 7/20
By: LG, Deputy Commissioner of Human Resources
BBP Risk Factor: 3

QUALIFYING EXPERIENCE FOR TAKING THE PROMOTIONAL EXAMINATION:

Admission to this intergovernmental promotion examination will be limited to current employees of Tompkins County who currently hold and have continuously held, permanent and/or contingent permanent competitive class status for at least four years in the title Administrative Assistant - Level 4.

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.

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