ASSISTANT DIRECTOR OF ADMINISTRATIVE SERVICES

JOB CODE: **3612**
LOCATION: **TIOGA COUNTY**
CLASSIFICATION: **COMPETITIVE**
SALARY: **M/C**
ADOPTED: **Reso. 474-23**

DISTINGUISHING FEATURES OF THE CLASS: This is a professional administrative position which involves the responsibility of assisting the Director of Administrative Services in the administrative and fiscal operations of the agency. The incumbent is associated with the administrative direction, oversight, and supervision of departmental programs and personnel. Work will be performed under the direct supervision of the Director of Administrative Services, and the indirect supervision of the Department Head. Supervision of clerical staff is exercised. Does related duties as required.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all the following, as well as other related activities not described.*

- Works in conjunction with the Director of Administrative Services in the formulation of policies and procedures for the administration of various agency programs;
- Oversees the process for requisitions throughout the various agency programs and maintains inventory records;
- Develops and provides fiscal reports for budgets, State Aid, grants, and expenses;
- Researches, develops, and updates multiple policies for review;
- May conduct internal fiscal and administrative studies and analyzes department expenditures for review;
- Researches and develops grant related budgets and fiscal reports for review;
- Maintains, tracks, and updates the maintenance of payroll, time off, accruals;
- Audits discrepancies before submitting payroll for the Department;
- Develops and maintains contracts and updates insurance certificates for the various agency programs within the department;
- Maintains contacts with agency units and other departments and public agencies to assist in solving mutual problems and to develop improved services and public relations;
- May serve as the back-up for the Director of Administrative Services in their absence;

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of current principles and practices of business administration, accounting, and budgeting; activities; Good knowledge of using databases and spreadsheets; 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; Creativity; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and EITHER:

a. Graduation from a regionally accredited or New York State registered college or

university with a bachelor's degree and two (2) years of full-time experience or its part time equivalent in business administration or accounting, at least one (1) year of which must have been in a responsible administrative, managerial or supervisory capacity involving planning, directing and coordinating the activities of a large subordinate staff; **OR**

b. Graduation from a regionally accredited or New York State registered college or university with an Associate's degree and four (4) years of full-time experience or its part-time equivalent as described in (a) above, one (1) year of which shall have been in a responsible administrative, managerial or supervisory capacity involving planning, directing and coordinating the activities of a large subordinate staff; **OR**

c. Six years of full-time experience or its part-time equivalent as described in (a) above, one (1) year of which shall have been in a responsible administrative, managerial or supervisory capacity involving planning, directing and coordinating the activities of a large subordinate staff; **OR**

d. An equivalent combination of training and experience as defined by the limits of (a) and (b) above.

Tioga County Public Health Special Requirement: Possession of a valid driver's license appropriate to the vehicles operated or otherwise is able to demonstrate their ability to meet the transportation needs of the job. Must be available in the event of a public health emergency.

The above draft job description has been agreed upon by:

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Signature of Department Head or Appointing Authority

_____

Name of Department, Municipality or District

_____

Date