

ASSISTANT DIRECTOR OF ADMINISTRATIVE SERVICES

Distinguishing Features of the Class: This is an administrative position involving assisting with the responsibility for the supervision and assisting with the coordination of the fiscal and operating affairs of the district which are in support of social services operations. Additionally, the incumbent assists with the conduct and implementation of internal administrative studies. Incumbent assists with the responsibility for recommending policies and procedures in the administrative services area. The incumbent will not only learn to design the annual in the Department of Social Services; the incumbent will also learn to perform all tasks in the accounting services division, such as data entry, liens, and other clerical and supervisory functions. Work is performed under the direction of the Director of Administrative Services and the Commissioner of Social Services in accordance with established policies and objectives, permitting the considerable exercise of independent judgement. General supervision is exercised over all subordinate administrative and clerical personnel of the administrative services division. Does related work as required.

Typical Work Activities:

- Assists in the formulation of policies and procedures for the business administration of the department;
- Plans, directs and coordinates various non-social services functions such as accounting and clerical at the direction of the Director of Administrative Services;
- Assists the Director of Administrative Services in matters related to administration, budget, personnel and agency procedures;
- Assists in developing staffing and funding requirements for non-social services operations for inclusion in the budget;
- Secures budget estimates at the request of the Director of Administrative Services and or the Commissioner of Social Services;
- Performs budget studies and assists in the preparation of the total budget;
- Interprets State Department of Social Services and other bulletins, directives and procedural material within his area of responsibility and develops administrative procedures to implement them;
- May study, plan, develop and implement use of data processing equipment to meet department needs;
- Assists the Director of Administrative Services in the coordination of line and staff functions within the department;
- May perform any and all tasks, procedures in the administrative services division at the request of the Director of Administrative Services;
- Works with other management personnel and or supervisory staff in the evaluation of staff's work performance and or maintenance of the department's files;
- Assists the Director of Administrative Services in advising agency employees regarding problems concerned with resources and resource management;
- Works with Director of Administrative Services in controlling the department's physical facilities, supplies and equipment;
- Maintains cooperative relationships with other units in the Department of Social Services.

Assistant Director of Administrative Services continued**Full Performance Knowledge, Skills, Abilities and/or Personal Characteristics:**

- Thorough knowledge of modern business administration, public personnel and budgetary practices and procedures;
- Working knowledge of modern accounting methods;
- Working knowledge of the policies, laws and regulations affecting Social Services activities;
- Ability to plan 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 reports;
- Administrative ability;
- Resourcefulness in handling administration problems;
- Tact and courtesy;
- Ability to communicate effectively both orally and in writing;
- Physical condition commensurate with the demands of the position.

Minimum Qualifications: EITHER:

A.) Graduation from a regionally accredited or New York State registered college with a Bachelor's Degree and two (2) years of experience at a governmental office or related setting; **OR**

B.) Graduation for a regionally accredited or New York State registered college with an Associate's Degree and four (4) years of experience at a governmental office or related setting.

03/23/2015

CLASS: COMPETITIVE