

ASSISTANT DIRECTOR OF ADMINISTRATIVE SERVICES (COUNTY EXECUTIVE)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, the incumbent assists in the performance and supervision of administrative services for the Office of the County Executive, including budget preparation, work flow, record keeping and clerical supervision. Supervision is exercised over a small number of clerical employees. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Represents superiors in contacts with the public, division heads, other department and staff agencies such as General Services, the Finance Office and the Budget Office;

Gathers financial data from various sources, accounts for the accuracy of the data submitted and accumulates this data in report form for submission to departmental supervisors as well as supervisors of other departments such as the Department of Finance and Budget;

Plans flow of work;

Assists in the preparation of budget materials and the processes involved in Budget execution;

Operates computer programs to perform accounting functions, time and leave systems, word processing systems, and various administrative functions;

Acts as AOS Coordinator Office of Advocacy with the Data Processing Division regarding implementation of various products and programs;

Prepares vouchers for submission to Finance Department;

Controls departmental requisitioning of supplies;

Plans for, equips and lays out offices;

Makes necessary arrangements for the repair of facilities and equipment.

Acts as liaison between Community Service and Department of General Services regarding telephone changes, purchasing and graphic requisitions. Administers attendance reporting and payroll.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the principles and practices of the departmental administration of budgeting and financial record keeping; good knowledge of office procedures and practices; ability to plan, lay out and supervise the work of others; ability to analyze financial and statistical data and communicate it effectively to other members of management for guidance in arriving at policy decisions; ability to carry out complex oral and written instructions; tact; courtesy; initiative; good judgment; physical condition commensurate with the demands of the position.

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MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* and four years of supervisory or administrative experience in accounting, public administration, personnel or financial administration.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

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Job Class Code: C2855
Job Group: XI