

CHIEF, DIVISION OF ADMINISTRATIVE OPERATIONS

DISTINGUISHING FEATURES OF THE CLASS:

This is a professional, supervisory, and administrative position involving responsibility for planning, developing, organizing, implementing and coordinating support services for the Department of Mental Hygiene. This division provides department-wide administrative and technical support services and interfaces with all clinical divisions and the department's quality improvement program. Its functions include clerical staffing, budgeting, billing, computer services, contract administration, personnel administration, and the physical maintenance of buildings and grounds. Incumbents in this position handle the overall management and administration of the Division of Administrative Operations, which consists of several units, including, but not necessarily limited to, Office of Budget & Finance, Billing Office, Office of Information Technology, purchasing, personnel, clerical, buildings and grounds. Incumbents may, at the request of the Commissioner, assume duties outside the scope of the division and act as his/her representative. General supervision is exercised over office/unit directors/leaders of the division who then carry out the day-to-day operations of the programs. General direction is received from the Commissioner of Mental Hygiene.

TYPICAL WORK ACTIVITIES:

The following is indicative of the level and types of activities performed by positions in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Assesses the need for and develops support services for the Department of Mental Hygiene;
2. Monitors and evaluates existing programs and services to determine cost effectiveness and maximum efficiency;
3. Oversees the preparation of budgets and fiscal reports, billing first and third party sources, and computer system services;
4. Coordinates the activities of the Office of Budget & Finance, Billing Office, and Office of Information and Technology;
5. Attends the Department's Executive Council meetings, exchanging information and ideas with other division representatives, office representatives and coordinators;
6. Supervises recruitment and placement programs and employee relations within Civil Service Law and County policy;
7. Reviews all purchasing requests for orders between \$500 and \$1500, verifying vouchers for accuracy and signing for final authorization;
8. Supervises the overall operation of the Department's purchasing, inventory and distribution of supplies;
9. Supervises maintenance and leasing agreements of all buildings utilized by the Department;
10. Intervenes in disciplinary and contract issues and resolves them or refers them to the appropriate authority;
11. Collects data and prepares reports for the Department and various state agencies;
12. May serve on a variety of committees providing information and seeking input to improve the delivery of services provided by the Department;
13. May at the request of the Commissioner represent the Department at various legislative and community meetings;

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FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

Thorough knowledge of the principles and practices of public administration; thorough knowledge of business and personnel management; good knowledge of the principles and practices of budgeting, billing, and computer operations; good knowledge of the principles and practices of supervision; working knowledge of building management and maintenance; ability to organize work reports of staff workers and make sound decisions based on such reports; ability to communicate effectively both orally and in writing; ability to work effectively with people at all levels within the department and the community; ability to interpret and administer contracts; personal characteristics necessary to perform the duties of the position; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- EITHER: (A) Possession of a Master's degree in business administration, public administration, health or mental health administration, hospital administration or a closely related field PLUS three years post-graduate experience in a fiscal management position for a large public, private, or not for profit organization, two years of which must have been in an administrative or supervisory position;
- OR: (B) Graduation from a regionally accredited or New York State recognized college or university with a Bachelor's degree PLUS four years of post-graduate experience in a fiscal management position for a large public, private, or not for profit organization, two years of which must have been in an administrative or supervisory position;
- OR: (C) An equivalent combination of training and experience as indicated in (A) and (B) above.

NOTE: A Doctorate degree in business administration, public administration, health or mental health administration, hospital administration or a closely related field may be substituted for up to one year of the experience listed above, but may not be substituted for the administrative or supervisory experience. Also work experience in a health, mental health, or human service agency would be preferred.

MH0101

ADOPTED: 05/31/74 (Administrative Officer)

REVISED: 12/28/81 (Administrative Division Chief) 09/14/83 06/19/85 2/04/92
 12/11/92 01/01/09 6/7/12