

## **DIRECTOR OF ADMINISTRATIVE SERVICES**

### **DISTINGUISHING FEATURES OF THE CLASS:**

This is an administrative and supervisory position in the Department of Social Services which is responsible for managing all fiscal operations including budgeting, payment and claims and for the supervision of support services in the department such as information management, both manual and automated, reception and accounting. This position is also responsible for coordinating overall building maintenance. Responsibilities include the development and implementation of internal administrative policies and procedures, especially in fiscal and budgetary matters, in conjunction with the Commissioner and Deputy Commissioner of Social Services. Work is performed under the general supervision of the Commissioner of Social Services with wide leeway allowed in carrying out work assignments. General and direct supervision is exercised over a large subordinate staff.

### **TYPICAL WORK ACTIVITIES:**

Typical work activities for incumbents in this title include those listed below in addition to those work activities performed by lower level titles in the series. They are indicative of the level and types of activities performed by incumbents in this title. They are not meant to be all inclusive and do not preclude a supervisor from assigning activities not listed which could be reasonably expected to be performed by an employee in this title

1. Develops departmental budget (which is in excess of 280 million dollars) in conformance with all Federal, State and County laws, guidelines and deadlines;
2. Interprets and applies laws, rules and regulations concerning fiscal procedures and reporting requirements for federal, state and local programs;
3. Supervises the accounting division of the department, including establishing fiscal procedures and overseeing and controlling the issuance of monies to clients and vendors;
4. Prepares and monitors all appropriation and revenue accounts; tracks expenditures and revenues on a monthly basis and provides supporting material to transfer funds when necessary;
5. Attends departmental, executive and legislative meetings concerning budget material and responds to any questions concerning budget content;
6. Supervises support services and staff involved in those programs, including reception, computer information services, central filing room, records retention, agency fleet and general building maintenance;
7. Oversees departmental purchasing and makes decisions on acquisition of equipment and supplies;
8. Prepares a variety of financial statements and reports for Commissioner, executive and legislative branches, State and Federal offices;
9. Attends local and State meetings and conferences to maintain contact with professionals within area of responsibility;
10. Studies, plans and makes recommendations to Commissioner and administrative staff on departmental budget, resources and staffing;
11. May negotiate with vendors for contractual services.

### **FULL PERFORMANCE KNOWLEDGE, SKILL AND ABILITIES:**

Knowledge of budgetary practices and procedures in order to develop, monitor and implement a multi-million dollar budget;

Knowledge of supervisory principles and techniques in order to supervise a large subordinate staff of professional and support personnel;

Knowledge of accounting and auditing principles and practices, particularly as they relate to governmental accounting in order to supervise the accounting unit of the department;

## DIRECTOR OF ADMINISTRATIVE SERVICES (Cont'd)

### FULL PERFORMANCE KNOWLEDGE, SKILL AND ABILITIES: (Cont'd)

Knowledge of the policies, laws and regulations affecting Social Services activities in order to recommend fiscal procedures and budgetary changes necessary to provide services to community;  
Knowledge of public personnel practices and procedures in order to supervise subordinate staff;  
Knowledge of a variety of word processing, spreadsheet and database management packages in order to prepare complex reports and financial statements;  
Ability to analyze financial statements and budgetary information, draw logical conclusions and make reasonable projections;  
Ability to interpret and apply laws, rules and regulations to accounting and financial transactions;  
Ability to delegate work and supervise the work of others;  
Ability to communicate effectively, both orally and in writing and to establish and maintain cooperative relations with staff of governmental and private agencies and the public;  
Personal characteristics necessary to perform the duties of the position;  
Physical condition commensurate with the demands of the position.

### MINIMUM QUALIFICATIONS:

- EITHER: (A) Graduation from a regionally accredited or New York State registered college or university with a Master's degree in Business Administration, Public Administration or a related field AND three years of administrative work experience, which included budgetary or financial planning or analysis PLUS supervision of other employees;
- OR: (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree and four years of administrative work experience, which included budgetary or financial planning or analysis PLUS supervision of other employees;
- OR: (C) An equivalent combination of training and experience as described in (A) and (B) above.

NOTE: Above administrative work experience must include both budgetary or financial planning or analysis AND supervision of other employees.

Definition of administration: Work which primarily involves responsibility for the business oriented management of a large functional unit or organization, and includes such areas as accounting, budget, building administration, finance, personnel, analysis and development and overall direction; it would not include a supervisor of a direct service unit that spends a small amount of time on personnel, financial accounts and budget.

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