

ASSISTANT DIRECTOR OF ADMINISTRATIVE SERVICES (MANAGEMENT OPERATIONS)

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Director of Administrative Services or higher level administrator, an incumbent of this position assists in the direction and coordination of administrative services for a department. Responsibility includes budget preparation and control, financial administration, contract management, personnel management, and management information systems. Work is performed in an automated environment. Supervision is exercised over a small number of clerical personnel. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Participates in all aspects of the fiscal management of a department including budget preparation and control, maintaining accounting systems, contract management, accounts payable, billing, payroll, and grant management;

Analyzes financial and operating data, and prepares financial reports in accordance with required procedures;

Participates in the development, implementation and monitoring of contracts;

Participates in the grant application/grants management process, and works with appropriate staff and funding agencies in preparing needed documentation;

Participates in the materials management and space management functions for the department in support of department operational needs;

Keeps abreast of all applicable laws, statutory rules and regulations relating to departmental administration and operations;

Assists in and/or prepares departmental procedure manuals and instructions and makes necessary revisions as required;

Assists and participates in all aspects of the personnel management of departmental staff;

Coordinates departmental automated systems requirements with Information Technology to insure adequate equipment and systems support, making recommendations for the automation of administrative procedures to streamline workflow;

Performs related administrative tasks to insure the smooth and effective operation of the department;

Attends meetings and conferences as assigned;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May perform other incidental tasks as needed.

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REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of administrative reporting and control procedures associated with budgeting and financial administration; ability to analyze financial and operational data and compile reports in an automated environment; ability to manage office support systems; ability to plan, coordinate, supervise and evaluate the work of others; ability to carry out complex oral and written instructions; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential tasks of the position; ability to communicate effectively, both orally and in writing; ability to effectively use computer applications such as spreadsheets, word processing, e-mail and database software; good judgment; tact; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Bachelor's Degree* and four years experience where the primary function of the position was in either budgeting, finance, personnel, public or business administration, two of which shall have been at a supervisory level.

SUBSTITUTION: Satisfactory completion of 30 credits toward a Master's Degree* may be substituted for each year of the above stated experience.

SUBSTITUTION: Satisfactory completion of a one year, full time, paid or unpaid Public Administration Internship may be substituted for one year of the above experience.

*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.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

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Job Class Code: C2860
Job Group: XII