

ASSISTANT TO THE ADMINISTRATOR OF GENERAL SERVICES

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of the Administrator of General Services, the incumbent of this class is responsible for supervising the operation of the divisions within General Services as assigned; recommending, planning, coordinating and continually reviewing existing and new systems, programs, methods of operation and management information systems within the various departments; providing staff consultation, research and guidance to all County departments and participating local jurisdictions with respect to office support services and related activities; responsible for the development, supervision and coordination of office services and operations as they pertain to the Department of General Services and for word processing services and operations to the County at large. The incumbent participates and cooperates in all top management functions as a member of the administrative staff consisting of the Administrator and Directors of the Agency. Supervision is exercised over a number of management, clerical and secretarial personnel. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Plans, implements and directs new and existing systems and procedures throughout General Services and those areas of Westchester County government serviced by General Services;

Administers or implements pilot programs for management or operating services through full development and installation;

Directs the office management and services as they pertain to General Services;

Implements, directs and coordinates the ongoing operation of word processing services both internally and on a County-wide basis;

Participates in the preparation, analysis and administration of the annual departmental budget;

Prepares charts, graphs and descriptions of office layouts, work processes, work flow, work distribution and work-in-progress in order to analyze, recommend, implement and supervise new and existing systems;

Provides staff supervision, training, technical assistance and guidance to employees under the direction of General Services and other County departments, as needed;

Develops policy directives and procedure manuals for management officials relative to support services and others as assigned;

Develops performance standards and necessary control systems for each operation measured;

Recommends orally and/or by written reports performance standards, staffing requirements, production controls, equipment needs and usage, and physical facilities;

EXAMPLES OF WORK: (Cont'd):

Maintains liaison with outside contractors and service organizations;

Represents various County officials on various special projects, committees, etc.;

Conducts special technical studies as needed;

Develops realistic project schedules and monitors their progress to completion;

Supervises a staff of management analysts, secretaries and word processing operators and provides leadership for them in such areas as: training, evaluation, planning, management, communication, organization, office procedures, word processing machine operations and procedures.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the principles, methods and practices of accepted organization and management; thorough knowledge of the principles and practices of public administration; good knowledge of the principles and practices of good supervision; good knowledge of the organization and structure of the Westchester County government; good knowledge of the methods and concepts used in surveys and in organizational studies; ability to analyze significant trends in operations from detailed records and factual materials; ability to select practices and theories and devise analytical techniques and methodologies suited to assigned problems; ability to plan, organize, direct, supervise and evaluate the work of others; ability to deal effectively with a wide variety of personnel in carrying out the administrative policies; ability to make oral and written reports, including graphs and charts, and presentations to relate findings, identify problems clearly, concisely and effectively; ability to get along well with others; responsiveness to the management style of the Commissioner; excellent judgment; tact; creativeness; strong initiative; integrity; good health.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from a recognized college or university with a Bachelor's Degree* in either Business Administration, Public Administration, Finance, Economics, Political Science or Industrial Engineering, and either (a) a Master's Degree* in one of the above fields and five years experience in administrative or consultative management two of which must have involved in either support services, management analysis of existing systems, or the development of new systems, personnel management budget operations, building management/construction; or (b) six years experience as stated in (a) above including the two years of specified experience; or (c) a satisfactory equivalent combination of the foregoing training and experience.

NOTE: Experience obtained in an internship in Public Administration may be substituted for an equal amount of the above experience whether or not the experience as an intern was paid, but provided the experience was full-time.

*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: E0371
Job Group: XIII