

ASSISTANT TO THE CHIEF INFORMATION OFFICER

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of the Chief Information Officer (CIO), the incumbent of this position is responsible for the management, coordination and supervision of all administrative support and financial and accounting operations for the Department of Information Technology. This position participates in policy development, strategic planning, and the evaluation of policies and procedures of the department. Responsibilities include the development and management of the department's budget, establishing financial controls for all operations, payroll/personnel functions, financial reporting, and serving as a liaison between the department and the Budget Office, the Department of Human Resources, the Finance Department and other departments as necessary. Broad latitude is given for the exercise of independent judgment as incumbents supervise and monitor all financial procedures relating to general fiscal operations, budgeting, auditing and financial analysis. Supervision is exercised over a number of managerial and professional personnel. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Acts as advisor to the Chief Information Officer in all departmental administrative and financial matters;

Provides financial and administrative input to senior staff for short and long-range planning;

Develops and implements administrative procedures to ensure compliance with County and departmental management and financial goals and objectives;

Directs all fiscal operations of the department including the development and implementation of financial and budgetary policies in compliance with legal requirements and County procedures;

Directs the development and preparation of the department's annual budget;

Directs and maintains all accounting and reporting functions required by the department; compiles and prepares financial reports in compliance with reporting requirements;

Directs the personnel function for the department, including the implementation of all laws, policies, procedures and labor agreements; processing all payroll/personnel forms and documents; maintaining accurate time and attendance records; resolving labor conflicts; implementing performance standards and disciplinary procedures; and maintaining detailed, accurate personnel records and files;

Evaluates financial and statistical reports to plan for short and long-term operational needs;

Develops staff through training, instructional materials, meetings and performance reviews;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

Analyzes accounting and financial operations, both manual and automated, to maximize productivity and efficiency;

Directs year-end financial closing procedures;

Reviews, investigates and evaluates employee disciplinary problems to determine course of action to be taken, i.e., warnings or formal disciplinary charges;

Participates in controlling departmental expenditures by analyzing and reviewing statistical and financial reports detailing expenditures and cash management activities;

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

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of departmental organization and administrative processes and techniques; thorough knowledge of modern accounting, budgeting and auditing theory and practice; thorough knowledge of financial management and control; thorough knowledge of departmental personnel and civil service procedures; good knowledge of automated financial systems and methods; good knowledge of office procedures and practices; ability to identify critical operating problems and to formulate and effectively implement realistic solutions for ongoing operations with minimum disruption; ability to plan, supervise and evaluate the work of assigned personnel; ability to support recommendations effectively, both orally and in writing; ability to carry out complex oral and written directions; ability to establish and maintain effective working relationships; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; tact; resourcefulness; sound judgment; initiative; integrity; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* and five years of experience in budget, accounting, or public or business administration, three years of which were at an administrative or managerial level involving financial management.

SUBSTITUTION: A Master's Degree* may be substituted for one year of the above stated experience, exclusive of the three years of administrative or managerial experience.

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

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J.C.: Competitive
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Job Group: XV