

ASSOCIATE DIRECTOR OF FISCAL SERVICES (ENVIRONMENTAL FACILITIES)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, the incumbent is responsible for the supervision, direction, coordination and control of all administrative services in the Department of Environmental Facilities. The incumbent is responsible for all fiscal operations of the Department including budget preparation, accounting control and reporting. The incumbent directs the personnel and payroll functions of the department including maintenance of employee records, training, discipline, etc. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Directs all fiscal operations of the Department including the preparation of the budget, financial reports and oversees all accounting and reporting functions of the Department, as well as supervising all contract compliance audits according to established policy and procedures;

Directs, develops and maintains the necessary inventory and control of all supplies and equipment assigned to the various operating units, including supervision of the utilization of motor vehicles and other equipment;

Directs the handling of Department problems arising out of budget execution, administration or purchasing; approves and ensures budgetary appropriations for requested contract services/equipment, and oversees the preparation and submission of fiscal reporting requirements to appropriate regulatory agencies;

Directs the planning and implementation of Departmental personnel and administrative programs, procedures and policies, including interviewing, selection and employment of all clerical and administrative personnel of the department;

Directs administrative personnel;

Directs the development and implementation of training programs for the improvement and maintenance of employee technical skills;

Directs the Department's Equal Employment Opportunity and Human Resources programs assuming responsibility for developing and implementing all necessary personnel to insure compliance with the County plan and the Department's objectives;

Directs and coordinates the preparation of departmental procedures manuals as well as their periodic revision and maintenance;

Consults and advises department/division heads regarding service and equipment needs, and makes recommendations for the acquisition of services and equipment;

Performs special projects and acts as an Assistant to the Commissioner, as requested;

EXAMPLES OF WORK: (Cont'd)

Recommends and implements uniform guidelines and procedures for departmental contract compliance in order to assess and evaluate the effectiveness specified contracts and their provisions;

Investigates deviations from terms and conditions of contracts and makes recommendations for contract amendments or compliance to better meet the needs of interests of the Department:

Confers with the Law Department on matters requiring legal interpretation and authorization.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of organizational and administrative process and techniques; thorough knowledge of the legal basis of the Department's operation and administration; good knowledge of administrative reporting and control processes associated with budget, personnel and purchasing; good knowledge of principals of administrative supervision; ability to delegate responsibility effectively; initiative; good judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelors Degree* and eight years experience in a professional administrative or management position in the public sector and four years of supervisory experience.

SUBSTITUTIONS: 30 credits toward a Master's Degree* in Public Administration may be substituted for each year of required experience. Satisfactory completion of a one year Public administration internship may be substituted for one year of 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.