

## COORDINATOR OF ADMINISTRATION - DA

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Chief Administrator - District Attorney, an incumbent in this position assists, as assigned, in the direction and coordination of a variety of administrative functions in the department. Responsibility includes areas such as funding source research and strategy, budget preparation and control, financial administration, contract management, personnel management and management information systems. Discretion and confidentiality are key aspects of the work of this position, especially as they relate to the authorization and review of confidential, investigatory expenditures. Work is performed in an automated environment. Supervision is exercised over subordinate personnel. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Designs, develops and implements an ongoing program to identify and secure new alternative funding sources for departmental programs, sometimes partnering with other agencies;

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;

Performs financial record keeping regarding monies for confidential undercover programs such as drug buys, informant payments, etc.;

Coordinates, with Assistant District Attorneys and Victim Assistance personnel, travel arrangements and reimbursements to crime victims and crime witness who testify in accordance with County policies;

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;

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

EXAMPLES OF WORK (continued):

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

Attends meetings and conferences as assigned;

May perform other incidental tasks as assigned.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the principles of public administration, municipal budgeting, and administrative management; thorough knowledge of the practices and procedures associated with budget forecasting; thorough knowledge of organizational and operational methods and procedures; good knowledge of statistical methods and techniques; working knowledge of the techniques and practices of researching and securing programmatic funding; ability to evaluate organizational and operational methods and propose realistic solutions; ability to comprehend and prepare statistical and other data for presentation to others; ability to plan, coordinate and supervise the work of subordinates; 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; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential tasks of the position; sound judgment; integrity; tact; initiative; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree\* and three years of administrative level experience, which included supervision of staff, where the primary function of the position was in budgeting, finance, personnel, public and/or business administration.

SUBSTITUTIONS: Satisfactory completion of 30 credits towards a Master's Degree\* in Business or Public Administration, Finance, Accounting or a closely related field may be substituted for one year of the required experience.

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