

DEPUTY COMMISSIONER OF ADMINISTRATIVE SERVICES - SOCIAL SERVICES

GENERAL STATEMENT OF DUTIES: Assists the Commissioner in the management of the Westchester County Department of Social Services with direct responsibility for the Division of Administrative Services and does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of the Commissioner of Social Services, an incumbent of this position is responsible for the administrative planning, organization, execution and control of the fiscal and administrative support functions of the Department in accordance with Departmental policies and governmental regulations. Acts as the Commissioner's advisor in dealing with Budget and Finance, General Services Administration and Public Works Offices of the County and vendors such as landlords, providers of transportation, daycare, nursing homes, pharmaceuticals, etc. Supervision is exercised over a large number of personnel. Cooperates in all top management functions as a member of the Executive Staff consisting of the Commissioner and three Deputy Commissioners and as a member of the Administrative Staff consisting of the Commissioner, Deputy Commissioner and the Directors of the Agency.

EXAMPLES OF WORK: (Illustrative Only)

Advises and assists the Commissioner in the formulation of policies, plans and programs in the fiscal support area;

Administers and directs, through subordinate supervisors, the bureaus of Payment Processing, Expenditure Accounting, Revenue Accounting, Audit and Control, Facilities, and Resources which comprise the division;

Evaluates and recommends policy changes for improvement in pertinent administrative services;

Recommends personnel programs designed to improve quality of administrative services;

Resolves major or unusual operating problems related to administrative support services. Refers and consults on problems not covered by policy with the Commissioner;

Acts for the Commissioner in the Department's relations with the community, governmental agencies and other County departments as required;

Works closely with the Financial Consultants to the Commissioner;

Performs administrative and managerial duties as requested.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of financial administration and control; thorough knowledge of modern management; budget, finance and accounting systems and practices; ability to effectively plan, direct and evaluate the work of others; ability to coordinate decentralized or separate organizational functions effectively; ability to think analytically; ability to communicate effectively both orally and in writing; ability to work cooperatively with public officials, professional personnel and the general public.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from a recognized college or university with a Bachelor's Degree* in either accounting, business administration, finance or public administration and ten years of professional experience in accounting, auditing, finance or administrative analysis and operations which shall have included five years experience in a management position with responsibility for the formulation and implementation of organization wide policies, systems, procedures, and practices.

SUBSTITUTION: A Master's Degree* in accounting, business administration, finance or public administration may be substituted on a year for year basis for the professional experience specified in (a), but the five years in a management position must be included.

*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.