

MANAGEMENT ASSISTANT (PROBATION)

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Deputy Commissioner of Probation, an incumbent of this position assists in the direction and coordination of administrative services of the Department of Probation. Responsibility includes budget preparation and control, financial administration, contract management, personnel management, and management information systems. Work is performed in an automated environment. Supervision is exercised over a small number of clerical personnel. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Participates in all aspects of the fiscal management of the department including budget preparation and control, maintaining accounting systems, contract management, accounts payable, billing, payroll, and grant management;

Analyzes financial and operating data, and prepares financial reports in accordance with required procedures;

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;

Coordinates departmental automated systems requirements with Information Services to insure adequate equipment and systems support, making recommendations for the automation of administrative procedures to streamline workflow;

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

Attends meetings and conferences as assigned.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of administrative reporting and control procedures associated with budgeting and financial administration; ability to analyze financial and operational data and compile reports in an automated environment; ability to manage office support systems; ability to plan, coordinate, supervise and evaluate the work of others; ability to carry out complex oral and written instructions; ability to communicate effectively, both orally and in writing; good judgment; tact; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: (a) a Bachelor's Degree* and four years experience in budgeting, finance, personnel, public or business administration, two of which shall have been at a supervisory level; or (b) satisfactory completion of 30 credits toward a Master's Degree* may be substituted for each year of the above stated 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.