

MANAGEMENT ASSISTANT (SOCIAL SERVICES)

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of a higher level manager, an incumbent of this position assists in the direction and coordination of management functions in Department of Social Services. Responsibilities may include a variety of primary functions or be focused in a specific area such as budget preparation and control, financial administration, contract management, personnel management, management information systems or departmental program analysis. Work is performed in an automated environment. Supervision may be exercised over subordinate personnel. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Participates 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;

Develops, implements and monitors contracts;

Assists 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 the State and the IT Department to develop and maintain 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;

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

May perform other incidental tasks, as needed.

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; ability to effectively use computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; good judgment; tact; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: 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.

SUBSTITUTION: Satisfactory completion of 30 credits toward a Master's Degree* may be substituted on a year for year basis for up to two years of the above stated experience.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating 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.

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Job Group: XII

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