

## STAFF SERVICES ADMINISTRATOR

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent in this class is responsible for the supervision of all in-house administrative operations, including but not limited to building maintenance, records management, automated office systems, organizational analysis and grant contract development. Supervision is exercised over clerical and administrative personnel. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Conducts management studies and recommends changes in organization, methods and procedures to enhance the effectiveness and efficiency of the department;

Provides systems and work flow analysis and reports designed to provide management with information necessary for administrative and budgetary control;

Supervises the maintenance of personnel records, payroll documents, operating expenses, and revenue records, etc.;

Participates in recruitment and supervision of administrative and clerical personnel;

Participates in budget preparation by compiling information and gathering data;

Determines data processing needs of the Department and serves as liaison with EDP in coordinating activities, purchasing and reviewing hardware and software;

Develops performance indicators and procedures for receiving, compiling, and analyzing data on Department's activities;

Identifies funding sources for Department programs and assists staff with grant development and management;

Integrates operations with various county departments (Budget, Personnel, EDP, Finance) on the execution of day-to-day activities;

Reviews and analyzes applicable laws, statutory rules and regulations relating to Departmental administration and organization;

Discusses on a regular basis administrative functions and problems with the Department Head.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of organizational and administrative processes and techniques of the department; good knowledge of administrative reporting and control procedures associated with budget, personnel and purchasing; good knowledge of the organization structure, goals, and objectives of the Department as well as specific programs and operations; ability to gather and analyze quantitative data and communicate it effectively with the management staff; ability to plan and supervise the work of others; ability to establish and maintain effective relationships with other employees; tact; courtesy; thoroughness; sound judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree\* and either: (a) four years experience in budgeting, program planning, finance, public administration, two years of which must have been in a supervisory capacity; or (b) a Master's Degree\* in business, public or criminal justice administration and two years experience as described in (a) however the two years of specialized experience must be included; or (c) a satisfactory equivalent combination of the foregoing training and experience as defined by the limits of (a) and (b).

\*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 Department of Education as post-secondary, degree-granting institution.