

ADMINISTRATIVE OFFICER/BUDGET OFFICER

DISTINGUISHING FEATURES OF THE CLASS: An employee in this title provides a wide range of administrative and supervisory support services to the department head, and participates in the development and implementation of agency fiscal policies. Work is performed under general direction, with wide latitude for the exercise of independent judgment in carrying out assignments. Supervision may be exercised over other employees of the agency. Does related work, as required.

TYPICAL WORK ACTIVITIES:

Oversee all fiscal operations of the Public Health, Coroners, Early Intervention & Preschool Programs;

Prepare, analyze and provide statistical and/or financial reports for PHD, BPH, County Administrators, Program Managers and Independent Auditors;

Responsible for the auditing, developing and implementing of fiscal policies and procedures;

Review and approve purchasing requisitions;

Assist with contract negotiations, when applicable;

Supervise the duties of employees with direct fiscal impact to departmental budgets;

Annual budget preparation and monitoring of budget and internal cost control of the department;

Completely responsible for the administration of all State and Federal grants, state aid reports and claims;

Responsible for monitoring internal budgets and cost control across all departmental programs;

Research, review and analyze Public Health laws and regulations;

Advise and provide clarification on programmatic rules and regulations;

Prepare and present fiscal reports to Board of Health and other parties as necessary;

Give direction, training and support to administration and staff on any departmental fiscal matters;

Serve as a dept. liaison to internal and external agencies, State and Federal agencies, and various county departments;

Facilitate correspondence meetings among Western Regional Health Department fiscal staff;

Member of Genesee County Corporate Compliance Committee, Cost per Copy Committee, and all the various dept. RFP Committees, as applicable;

Attend and participate in weekly management meetings and attend trainings, as applicable;

Participate in resolving sensitive Personnel matters, including but not limited to, interviewing, evaluations, position changes, terminations and layoffs, exercising complete discretion;

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The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

FULL PERFORMANCE KNOWLEDGES. SKILLS. ABILITIES AND/OR PERSONAL CHARACTERISTICS: Good knowledge of organizational operations, office procedures and office equipment; good knowledge of business techniques and basic personnel administration; good knowledge of accounting and cost control; working knowledge of personal computers, software applications, and data processing systems; ability to supervise subordinate staff; good ability to organize a variety of tasks and personnel; tact and courtesy.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit, use hands to finger, handle or feel objects, tools, or controls; and reach with hands and arms. The employee is required to talk, hear and occasionally walk.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

MINIMUM QUALIFICATIONS:

- A. Possession of a Bachelor's degree in Accounting, Business Administration or Public Administration, with one (1) year experience working in the area of office management, accounting, or business administration;

OR:

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MINIMUM QUALIFICATIONS, Cont'd:

- B. Graduation from high school or possession of an appropriate equivalency diploma recognized by the NYS Department of Education with five (5) years' experience working in the area of Office Management, Accounting or Business Administration;

OR:

- C. Any combination of training and experience, equivalent to A or B above, indicating the ability to perform the job.

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

Competitive Class

Adopted 8/21/12

Revised 3/1/16, 10/10/23

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.