

ADMINISTRATIVE OFFICER

DISTINGUISHING FEATURES OF THE CLASS: This is an important administrative position involving responsibility for maintaining efficient and economical fiscal administration. Work is performed under general direction in accordance with policies and procedures outlined by the governing Board and/or Director, however, wide latitude is permitted for the exercise of independent judgment in planning, developing, directing and coordinating support services and functions of the facility. Supervision is exercised over subordinate employees and departmental daily fiscal operations. Does related work, as required.

TYPICAL WORK ACTIVITIES:

Administers and manages fiscal operations of department including internal accounting procedures, computerization of systems, vendor contracts, and other office procedures for the orderly conduct of business;

Develops and implements agency policies on internal fiscal management and operational efficiency;

Assists with annual development and monitoring of agency budget and internal cost control of the department;

Management and supervision of clerical staff including assignment of duties, and evaluation of performance;

Develops and presents monthly and quarterly reports for accountability of fiscal operations, and service productivity;

Oversees and assists with State Budgets, Expenditure Reports, and State Aid Claims for County Programs and Contract Agencies;

Serves as Liaison with County Legislature, with other agencies and with various community groups specifically regarding fiscal matters;

Participates in staff meetings and other meetings, either in own capacity or as authorized representative of the agency;

Performs other work as assigned, in the areas of administration, management, and fiscal matters.

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 KNOWLEDGE, SKILLS, ABILITIES, AND/OR PERSONAL

CHARACTERISTICS: Thorough knowledge of modern principles and practices of public administration; thorough knowledge of business practices, accounting methods, and ability to interpret financial reports; good knowledge of institution business and personnel management practices; good knowledge of personal computers, software applications, and data processing systems; ability to plan, coordinate and supervise a wide variety of departmental activities on a large scale, demonstrated ability to organize and supervise the work of others; ability to prepare complex written and oral reports clearly and concisely; ingenuity and resourcefulness in solving administrative problems; determined interest in maintaining a high standard of professional ethics; superior judgment; emotional stability; firmness; patience; tact and courtesy; integrity; good judgment.

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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 or 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:

EITHER:

- A. Possession of a Master's Degree in Business or Public Administration, Accounting, Health Systems Management or a related field;

OR:

- B. Possession Bachelor's Degree in Business Administration, Accounting, Health Systems Management or a related field, AND two (2) years of full-time, paid responsible administrative fiscal experience;

OR:

- C. Possession of a high school diploma or an equivalency diploma recognized by the New York State Department of Education AND any equivalent combination of education, training and experience as defined by the limits indicated in A and B above.

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."

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

Competitive Class

Adopted 7/7/77,

Revised 12/8/83, 6/20/00, 10/11/89, 3/11/03, 1/10/97, 6/18/98, 3/10/23, 3/14/24