

Civil Division: Oneida County Government
Jurisdictional Class: Competitive
EEO Category: Officials/Administrators
Revised: 11/17/06

DIRECTOR OF ADMINISTRATIVE SERVICES

DISTINGUISHING FEATURES OF THE CLASS: The incumbent in this class is responsible for the supervision and coordination of a variety of departmental fiscal and related operating affairs. In addition to supervising all accounting and fiscal operations and personnel, the incumbent has charge of the conduct and implementation of special projects and internal administrative studies and is responsible for recommending policies and procedures in the administrative services or payroll area. The work is performed under the direction of a higher level supervisor, in accordance with established policies and objectives, permitting the frequent exercise of independent judgment. Direct supervision is exercised over subordinate staff members. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Directs and supervises accounting and fiscal operations for various units of the department.
- Formulates policies and procedures for the fiscal and general administration of the Department;
- Analyzes directives, bulletins and informational material in order to develop local procedures to meet operational needs;
- Develops staffing and funding requirements for inclusion in the budget;
- Assists in developing and administering policies for administration, budget, personnel, payroll and agency procedures;
- Maintains contacts with Departmental units, other county departments' community groups concerning fiscal procedures and departmental administration or payroll;
- Makes feasibility studies of administrative changes to improve operations;
- Supervises maintenance of department supplies, equipment and fixed asset inventory accounts;
- Conducts fiscal analysis of programmatic changes, prepares preliminary budget and provides material and information for presentation;
- Supervises staff recruitment, selection, training and evaluation;
- Maintains contacts with all department units, with other departments and develops administrative procedures to implement them;
- Assists in the formulation of policies and procedures for the business administration of the Department;
- Prepares a variety of accounting, statistical and narrative reports;
- Oversees, directs and implements physical and structural changes to accommodate needs of various Department divisions;
- Oversees the day-to-day operation of the Department in the absence of the head of the department;
- Directs the creation of the Department budget and monitors expenditures during the fiscal year;

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TYPICAL WORK ACTIVITIES (continued):

Oversees and controls the Department's physical facilities, supplies and equipment;
Assists the Department head in carrying out specialized services in the Department;
May act as department representative when contacted by County Executive, Legislators, at various committee meetings and with the general public;
May brief or prepare correspondence for the Department's head and the County Executive concerning Department fiscal affairs or payroll functions;

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of current principles and practices of business administration, accounting, payroll and budgeting; thorough knowledge of the principles, practices and techniques of personnel administration; thorough knowledge of the policies, laws and regulations affecting administrative activities; good knowledge of public administration as it applies to local government; ability to understand and carry out complex written and verbal instructions; ability to plan, evaluate and direct the work of others; ability to train and supervise employees in fiscal and office methods and procedures; ability to establish and maintain cooperative relations with the public and other governmental and private agencies; ability to prepare accounting, statistical and narrative reports; ability to perform close, detail work involving considerable visual effort and strain; ability to operate a computer terminal.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree including or supplemented by 24 semester credit hours in accounting, public or business administration, **AND** four (4) years of public or business administration experience, which must have included accounting and budgeting duties; two (2) years of which must have been in a supervisory capacity; **OR**
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in accounting, business administration or a closely related field, **AND** six (6) years of public or business administration experience, which must have included accounting and budgeting duties; two (2) years of which must have been in a supervisory capacity.

Adopted: 01/29/82
Revised: 08/05/96, 11/17/06