

Department: Mental Health  
Classification: Competitive  
Grade: 8M/C

SPEC DISK A3  
DOCUMENT 02

ADMINISTRATIVE OFFICER  
Community Mental Health

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for administering, directing and coordinating supportive activities in a community mental health agency. This is an important administrative position involving responsibility for maintaining efficient and economical administration of a community mental health facility. The work is performed under the direction of the Director of Community Mental Health Services and in accordance with policies outlined by the Mental Health Board. 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. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Supervises recruitment, placement and employee relations;  
Supervises maintenance of internal accounts and the preparation of payrolls;  
Reviews budget requests, supervises the analysis of such requests, prepares recommendations and justifications, participates in budget hearings;  
Directs continuing and special studies of the organization and its operations;  
Promulgates policy and procedure manuals and guidelines;  
Controls expense accounts and purchases;  
Supervises mail and supply operations, reproduction work and the maintenance and operation of general and office files;  
Supervises the procurement of office premises, equipment, travel authorizations and steno services; Maintains liaison and represents the agency in contacts with other local agencies, State departments and the Federal Government;  
Develops and implements an effective community relations program to insure support and understanding from the community.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of modern principles and practices of public administration; good knowledge of institution business and personnel management practices; working knowledge of professional nursing techniques and their relation to medical and surgical practices; working knowledge of modern principles and practices of social work; working knowledge of accounting methods; ability to plan, coordinate and supervise a wide variety of mental health 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; courtesy; physical condition commensurate with the demands of the position.

ADMINISTRATIVE OFFICER - Continued

Community Mental Health

MINIMUM QUALIFICATIONS: Graduation from a regionally accredited or New York State registered college or university with a Bachelors degree and either:

- (a) \* A Masters degree in hospital administration, health care administration, public administration, business administration and two years of responsible administrative experience in a health or mental health facility; or
- (b) Three years of responsible administrative experience in a health or mental health facility; or
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b).

\* *In those instances where the Masters degree required two years of study (60 semester hours) only one year of responsible administrative experience in a health or mental health facility is required.*

Department: Public Health  
Classification: Competitive  
Grade: 8M/C

SPEC DISK A3  
DOCUMENT 02

### ADMINISTRATIVE OFFICER

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for administering, coordinating and supervising administrative and clerical functions of an agency. The work is performed under general supervision of the Director of the department. Considerable leeway is permitted for the exercise of independent judgment in planning, developing, directing and coordinating services and functions of the department. Supervision is exercised over the work of subordinate employees. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Supervises administrative and clerical functions of the agency;  
Supervises maintenance of internal accounts and preparation of financial reports;  
Reviews budget requests, prepares recommendations and justifications, participates in budget hearings;  
Controls expense accounts and purchases;  
Supervises the procurement and maintenance of department equipment and supplies;  
Directs continuing and special studies of the organization and its operations;  
May supervise the development and implementation of the data processing system;  
Promulgates as directed administrative policy and procedure manuals and guidelines;  
Develops and implements an effective community relations program to insure support and understanding from the community.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of modern principles and practices of public administration; good knowledge of business and personnel management practices; working knowledge of accounting principles and methods; ability to plan, coordinate and supervise a variety of 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; ability to identify administrative problems and use of ingenuity and resourcefulness in solving problems; determined interest in maintaining a high standard of professional ethics; tact; courtesy; flexibility; self-directed; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- [a] Graduation from a regionally accredited or New York State registered college or university with a Bachelors degree in accounting, business administration or related field and three years of satisfactory paid experience in the preparation of budget of financial reports, one year of which must have been in a supervisory/administrative capacity..
- [b] Satisfactory completion of a minimum of 60 credit hours in a regionally accredited or New York State registered two year college including 12 semester hours in accounting and five years of experience as

outlined in [a], two years of which must have been in a supervisory/administrative capacity.

[c] An equivalent combination of training and experience as defined by the limits of [a] and [b].

REVISED: 10/09/97

Department: Social Services  
Classification: Competitive  
Grade: 6M/C

SPEC DISK A3  
DOCUMENT 02

### ADMINISTRATIVE OFFICER

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for administering, coordinating and supervising administrative functions of Social Services. The work is performed under general supervision of the Commissioner of Social Services with considerable leeway allowed for the exercise of independent judgment in planning, developing, directing and coordinating services and functions of the department. Supervision is exercised over the work of subordinate employees. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Supervises administrative (fiscal) functions of the agency;  
May supervise clerical functions of the agency;  
Supervises maintenance of internal accounts and preparation of financial reports;  
Reviews and assists with budget requests, prepares recommendations and justifications, participates in budget hearings;  
Assists Department Head and Program Directors with all aspects of budget preparation and management;  
Controls expense accounts and purchases;  
Supervises the procurement and maintenance of department equipment and supplies.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of modern principles and practices of public administration; good knowledge of business and personnel management practices; working knowledge of accounting principles and methods; ability to plan, coordinate and supervise a variety of 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; ability to identify administrative problems and use of ingenuity and resourcefulness in solving problems; determined interest in maintaining a high standard of professional ethics; tact; courtesy; flexibility; self-directed; physical condition commensurate with the demands of the position.

PROMOTION: Examination open to employees currently holding the titles of Accounting Supervisor, Grade B on a permanent competitive basis for a period of eighteen (18) months or Principal Account Clerk on a permanent competitive basis for a period of thirty-six (36) months.

MINIMUM QUALIFICATIONS: Either:

- [a] Graduation from a regionally accredited or New York State registered college or university with a Bachelors degree in accounting, business administration or related field and three years of satisfactory paid experience in the preparation of budget of financial reports, one year of which must have been in a supervisory/administrative capacity..
- [b] Satisfactory completion of a minimum of 60 credit hours in a regionally accredited or New York State registered two year college including 12 semester hours in accounting and five years of experience as outlined in [a], two years of which must have been in a supervisory/administrative capacity.
- [c] An equivalent combination of training and experience as defined by the limits of [a] and [b].

REVISED: 10/22/2008