

Department: Social Services
Classification: Competitive
Grade: 9M/C

SPEC DISK A2
DOCUMENT 67

DIRECTOR OF ADMINISTRATIVE SERVICES

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for planning and supervising the performance of district non-social services staff involved in the business management and accounting activities of the district. This is an administrative position involving considerable independent responsibility for the supervision and coordination of the fiscal and operating affairs of the district which are in support of social services operations. Additionally, the incumbent has charge of the conduct and implementation of internal administrative studies. Is responsible for recommending policies and procedures in the administrative services area. Work is performed under the direction of the Commissioner of Social Services in accordance with established policies and objectives, permitting the frequent exercise of independent judgment. General supervision is exercised over all subordinate administrative and clerical personnel of the administrative division. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Assists in the formulation of policies and procedures for the business administration of the department;
Plans, directs and coordinates various non-social service functions such as accounting and clerical;
Assists the Commissioner in matters related to administration, budget, personnel and agency procedures;
Develops staffing and funding requirements for non-social services operations for inclusion in the budget;
Secures budget estimates;
Makes budget studies and assists in the preparation of the total budget;
Maintains contacts with all departmental units, with other departments and with community groups in areas of his professional responsibility;
Interprets State Department of Social Services and other bulletins, directives and procedural material within his area of responsibility and develops administrative procedures to implement them;
Makes feasibility studies of administrative changes to improve operations;
May study, plan, develop and implement use of data processing equipment to meet department needs; Assists in the coordination of line and staff functions within the department;
Established methods, in consultation with the Director of Social Services and other management personnel, for evaluation of staff work performance and maintenance of personnel files;
Supervises the validation function;
Advises agency personnel on problems concerned with resources and resource management;
Develops and maintains the agency forms control program;
Oversees and controls the agency's physical facilities, supplies and equipment;
Assists the Commissioner in carrying out specialized services in the department;
Prepares activity reports.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Comprehensive knowledge of modern business administration, public personnel and budgetary practices and procedures; thorough knowledge

of modern accounting methods; thorough knowledge of the policies, laws and regulations affecting Social Services activities; ability to plan and direct the work of others; ability to train and supervise employees in office methods and procedures; ability to establish and maintain cooperative relations with the public and other governmental and private agencies; ability to prepare reports; administrative ability; resourcefulness in handling administrative problems; tact and courtesy; physical condition commensurate with the demands of the position.

DIRECTOR OF ADMINISTRATIVE SERVICES - Continued

MINIMUM QUALIFICATIONS: Either:

(a) Graduation from a regionally accredited or New York State registered college or university with a Bachelors degree and six years of business administration or accounting experience, three years of which must have been in a responsible administrative, managerial or supervisory capacity involving planning, directing and coordinating the activities of a large subordinate staff; or

(b) Graduation from high school or possession of an equivalency diploma and ten years of business administration or accounting experience, three years of which must have been in a responsible administrative, managerial or supervisory capacity involving planning, directing and coordinating the activities of subordinate staff; or

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

PROMOTION: Two years permanent status as Administrative Officer or three years permanent status as Principal Account Clerk in the Social Services Department.

Revised

August 30, 2004