

DIRECTOR OF ADMINISTRATIVE SERVICES

440-E

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for the supervision and coordination of the fiscal and operating affairs of the Department of Family Services. The incumbent will be in charge of the conduct and implementation of internal administrative functions and is responsible for recommending policies and procedures in the Administrative Services Unit. Direct supervision is exercised over the accounting staff, staff development coordinator, contracts, records management and other administrative staff in the Administrative Services Unit. Work is performed under the direction of the Commissioner of Family Services in accordance with established policies and objectives, permitting the frequent exercise of independent judgment in planning and carrying out the details of the work. The incumbent will assist the Commissioner in the implementation of the mission of the Department through participation in planning, development and attainment of divisional objectives in coordination with those of the entire agency. Does related work as required.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Interprets Federal, State and Local laws and regulations as they relate to programs and adapts guidelines and procedures for agency use and advises the Commissioner of Family Services;

Formulates policies and procedures for the fiscal administration of the department;

Analyzes directives, bulletins and information material issued by OTDA, OCFS, DOH and DOB in order to develop local procedures to meet operational needs;

Plans, directs and coordinates various non-social services functions such as accounting, clerical and systems support;

Conducts budget analysis as necessary;

Coordinates the preparation of the total departmental budget;

Recommends staffing and funding requirements in connection with budget development;

Oversees and controls the department's physical facilities, supplies and equipment;

Conducts feasibility studies to improve operations;

Conducts individual and group conferences with division supervisors;

Supervises employees, including duty assignment, monitoring quality of work, progressive

Discipline, training and employee performance evaluations;

Supervises staff recruitment, and conducts interviews with potential employees as necessary;

Serves as liaison with the Human Resources Department for purposes of administering all

Departmental personnel actions and reporting;

Conducts monitoring and evaluation of human services programs and services under contract

with the County;

Assists in the administration of contract management functions including vendors and service

providers;

Plan and develop use of computer equipment to gain efficiencies to meet the Department's

needs and goals;

Works cooperatively with a variety of State agencies as needed;

Ensures the timely preparation and submission of a variety of state, local and internal reports;

Performs other related duties.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL

CHARACTERISTICS: Thorough knowledge business administration, public personnel and fiscal/budgetary practices and procedures; thorough knowledge of supervisory principles and techniques; good knowledge of accounting methods; good knowledge of governmental accounting theory and practice; thorough knowledge of Generally Accepted Accounting Principles (GAAP); thorough knowledge of the functions, processes and principles of management; working knowledge of the policies, laws and regulations affecting Social Services activities; working knowledge of statistical techniques; ability to plan, direct and accept responsibility for the work of others; ability to train and supervise employees in office methods and procedures; ability to get along well with subordinates and peers and to secure their cooperation; ability to establish and maintain effective working relationships; ability to analyze, organize data and prepare clear and accurate reports and budgets; ability to interpret the goals of the agency; good judgement; resourcefulness in the solution of complex administrative problems; good working knowledge of computers; initiative; tact; and courtesy.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited college or university accredited by the New York State Board of Regents to grant degrees with a Master's Degree in Business Administration, Public Administration, Accounting or a related field and five (5) years of experience in performing accounting activities, including the preparation and maintenance of financial reports and budgets; or

(B) Graduation from a regionally accredited college or university by the New York State Board of Regents to grant degrees with a Bachelor's Degree in Business Administration, Public Administration, Accounting or a related field and seven (7) years of experience as indicated in (A) above.

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Adopted on: 1/12/2021

Jurisdictional Class: Competitive

Public Hearing: N/A

NYS Civil Service Commission Approval: N/A

Revised and Replaced in Classplan: 1/30/2023