

Jurisdictional Class: Competitive
Adopted: October 19, 1988
Revised: December 3, 2019

ADMINISTRATIVE SERVICES OFFICER

DISTINGUISHING FEATURES OF THE CLASS: This is important work involving responsibility for directing a variety of administrative activities connected with the substantive program of a large county department or agency. Typically, these activities include accounting, budgeting, administration, supervision, inventory control and related business management duties. An incumbent serves under general supervision of the department head with wide leeway allowed for the exercise of independent judgment and initiative in carrying out the details of the work in accordance with established policies and procedures. Supervision is exercised over the work of clerical staff. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

In collaboration with the department head, prepares preliminary and final annual budgets and reports, and increases or decreases budget appropriations as needed, presents to the department, committee, or board for final submission to the County and State;

In collaboration with departments and contractors to monitor program goals and up-date new policy requirements as needed;

Attends meetings as needed to gather knowledge of financial matters, grant funding and program goals;

Prepares State aid claims verifying and incorporating subcontract agency State aid claims for approval and signature of department head and County Treasurer for subsequent submission to the State;

Oversees maintenance of budgetary and revenue accounts, controls and records for department;

Maintains budgetary and revenue accounts, controls and records for subcontract agencies;

May be involved in completing grant applications in collaboration with the department head;

Anticipates need for and initiates budget fund transfers, audits accounts, prepares spreadsheets;

Maintains checking account and deposits of monies generated from fee collections, issues monthly checks to the County and maintains petty cash fund;

Monitors accounts receivable and submits annually delinquent accounts to the department, committee or board for recommendation to the County Legislature;

In collaboration with the department head, prepares subcontract agency agreements annually for the County and State between the agencies, the department and the State;

Initiates appropriation of grants with the Treasurer's Office, monitoring expenses and revenue;

Initiates budget appropriation changes for department and contract agencies relative to State aid approvals;

Receives incoming correspondence directly relative to budgetary, personnel or administrative matters and answers accordingly;

Coordinates the operating and administrative functions within the department;

Initiates and installs work methods; and procedures to promote economy and efficiency in departmental administrative procedures;

Carries out studies and researches new methods and procedures in fields of budgeting, accounting, administrative services and office management;

Evaluates clerical staff and completes annual performance evaluation appraisals;

Interviews, performance evaluations, and hires clerical staff as vacancies occur;

Verifies payroll certifying in absence of department head;

Timekeeper for all employees;

Interprets County rules and C.S.E.A. contract;

Prepares a variety of correspondence, newsletters and reports as required.

Administrative Services Officer

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Thorough knowledge of modern principles and practices of business administration, accounting and budgetary procedures;

Good knowledge of office management and supervision;

Good knowledge in the solution of complex clerical and administrative problems;

Ability to plan, supervise, direct, and coordinate effective administrative programs involving many diverse activities;

Ability to prepare detailed records and reports;

Ability to secure the cooperation of others;

Ability to deal with the public and to represent the department in contacts with other departments and agencies;

Sound judgment.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and either:

(a) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree with specialization in accounting, business, public administration or related field and two (2) years of progressively responsible business, financial, administration or accounting experience which shall have been in a supervisory capacity; or

(b) Six (6) years of progressively responsible business, financial, administration or accounting experience; two (2) years of which shall have been in a supervisory capacity; or

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