

DEPARTMENT: SOCIAL SERVICE
CLASSIFICATION: COMPETITIVE
APPROVED: OCTOBER 26, 2011

FLSA Status: Exempt/Administrative 10/26/2011

DIRECTOR OF ADMINISTRATIVE SERVICES

DISTINGUISHING FEATURES OF THE CLASS: Plans and supervises the performance of staff involved in the business management and accounting activities of the department. This is an administrative position involving considerable independent responsibility for the supervision and coordination of the fiscal and operating affairs of the department which are in support of Social Services operations. Additionally, the incumbent has charge of the conduct and implementation of internal administrative studies and 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 outside of the social services division. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Assists in the formulation of policies and procedures for the business administration of the department;
2. Maintains and supervises general books of accounts according to established accounting procedures, including general ledgers and journals;
3. Assists the Commissioner in matters related to administration, budget and agency financial procedures;
4. Studies business and accounting procedures and recommends changes;
5. Secures budget estimates, makes budget studies and assists in preparation of the total budget;
6. Maintains contacts with all departmental units, with other departments, and with community groups in areas of his/her professional responsibility;
7. Interprets State Department of Social Services and other bulletins, directives and procedural material within his/her area of responsibility and develops administrative procedures to implement them;
8. Advises subordinate and administrative personnel on accounting and record keeping procedures and recommends changes to improve operations;
9. Reviews grant awards and audits the claims of grants;
10. Prepares and issues periodic financial and statistical reports relating to financial matters of the department;
11. Assists the Commissioner in carrying out specialized services in the department;
12. Represents the Commissioner in dealing with representatives of other local departments, State, and Federal agencies on specific problems within scope of responsibility;
13. Oversees and controls the agency's supplies and equipment.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Comprehensive knowledge of modern business administration, account keeping and bookkeeping practices and procedures; thorough knowledge of modern cost account systems; thorough knowledge of the policies, laws and regulations affecting Social Services activities; skill in the use of modern computer software applications and peripherals at an acceptable rate of speed and accuracy; 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 relationships with the public and other governmental and private agencies; ability to prepare reports; administrative ability; resourcefulness in handling administration problems; tact; integrity; sound professional judgment; initiative; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

PROMOTIONAL: Three (3) years of permanent competitive status as an Accounting Supervisor in the Niagara County Department of Social Services immediately preceding the date of examination.

OPEN-COMPETITIVE:

1. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree in business administration, accounting or closely related field **AND** five (5) years of full-time paid experience in fiscal activities such as accounting and budgeting, one (1) year of which must have been in supervising a staff involved in such activities;

OR: 2. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree in business administration, accounting, or a closely related field; **AND;** seven (7) years of full-time paid experience in fiscal activities such as accounting and budgeting, one (1) year of which must have been in supervising a staff involved in such activities.