

DEPARTMENT: **PUBLIC WORKS**
CLASSIFICATION: **COMPETITIVE**
APPROVED: **DECEMBER 16, 2014**

FLSA Status: Exempt/Administrative

FISCAL ADMINISTRATOR – PUBLIC WORKS

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative position involving responsibility for managing, monitoring and administering fiscal operations for the Department of Public Works. The work involves fiscal policy development, implementation and interpretation; analyzing and monitoring program funds, grants and expenditures; developing accounting systems; furnishing periodic financial reports and overseeing account keeping activities; monitoring programming and reporting. The work is performed under the general direction of the Commissioner and in accordance with State and Federal laws and local rules. Wide leeway is allowed for the use of independent judgment in determining operating methods and procedures. Supervision is exercised over the work of administrative, professional and clerical personnel in assigned areas of responsibility. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Plans, organizes, manages and monitors all financial activities and assists in the planning, organization, and direction of general operations in the Department;
2. Serves as office manager and confidential assistant to the Commissioner;
3. Assists the Commissioner with the development of the annual department budget and state annual implementation plan to include securing budget estimates and conducting budget studies;
4. Supervises the preparation of quarterly reports and grant claims, and monitors expenditures including capital expenditures and revenue collections;
5. Plans, develops and implements policies, procedures and systems for fiscal and operational issues in accordance with State and Federal laws and local rules including processes to monitor the effectiveness of departmental fiscal systems; policies related to billing and accounting, purchasing, and contract management; and new departmental fiscal management systems;
6. Oversees billing, payroll, supply and equipment inventory, the work order program, contracts and other fiscal activities of the department;
7. Advises and consults with the Commissioner, Deputy Commissioners, and staff on current fiscal and reporting requirements and control of expenditures and provides direction in the development, justification, and accounting procedures for all agency contracts with external vendors;
8. Assists with the management of the County's telecommunications network;
9. Collaborates with all departmental divisions, with other departments, and local municipalities in areas of his/her professional responsibility;
10. Interprets State and Federal directives, bulletins, and procedural material within his/her area of responsibility and develops procedures to implement same;
11. Advises subordinates and administrative personnel on accounting and record keeping procedures and recommends changes to improve operations;
12. Prepares, maintains, and issues periodic fiscal and statistical statements and reports for department use;
13. Monitors departmental expenditures, capital expenditures, and revenue collections;
14. Provides direct administrative supervision for clerical and fiscal personnel in the Department and provides training to staff on new and existing policies and procedures;
15. Prepares utility procurement billings for natural gas and electric usage for the procurement group members;
16. Assists the Commissioner and Deputy Commissioners with administrative tasks;
17. Represents the Commissioner or Deputy Commissioner in dealing with representatives of other local departments, local municipalities and State agencies;
18. Screens callers and visitors to determine the nature of the inquiry, answers questions on established policy and procedure and/or refers to appropriate party or office;
19. Schedules and arranges meetings, conferences and appointments and assembles and coordinates background material;
20. Prepares responses to letters concerning programs, policies and procedures for own or supervisor's signature;
21. Composes/authors and prepares correspondence, memoranda, reports, newsletters, informational material, legislative resolutions, and minutes of meetings, hearings and conferences and/or oversees staff in the preparation of same;
22. Prepares a variety of reports related to the work using statistical and narrative information;
23. Monitors and tracks status of various program activities;
24. Attends meetings as necessary.

CONTINUED

FISCAL ADMINISTRATOR – PUBLIC WORKS CONTINUED

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of governmental accounting and procedures of cost accounting; thorough knowledge of State and Federal practices, laws, rules and terminology regarding the administration of public works financial programs; thorough knowledge of financial administration including budgeting, purchasing, personnel administration, contract and payment negotiating and reporting; thorough knowledge of the principles, practices and procedures of public works administration; working knowledge of telecommunications systems; ability to plan and develop accounting systems; thorough knowledge of administrative management principles, practices and techniques; good knowledge of Federal, State, and other funding sources related to public works activities; ability to analyze financial data and to make appropriate recommendations; ability to develop, implement and monitor policies and procedures; ability to develop and maintain effective professional relationships; ability to communicate effectively both orally and in writing; ability to plan and supervise the work of others; ability to establish good working relationships with others; resourcefulness in handling administrative problems; good judgment; tact; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

SUGGESTED PROMOTIONAL QUALIFICATIONS:

One (1) year of permanent competitive status as an Administrative Assistant in the Department of Public Works immediately preceding the date of written examination.

OPEN COMPETITIVE QUALIFICATIONS:

Graduation from a regionally accredited or New York State registered approved college or university with a Master's Degree in Accounting, Business Administration, Public Administration, Economics, or Finance, and two (2) years of full-time paid professional financial, administrative or management experience that involved supervision; **OR**

Graduation from a regionally accredited or New York State registered approved college or university with a Bachelor's Degree in Accounting, Business Administration, Public Administration, Economics, or Finance, and four (4) years of full-time paid professional financial, administrative or management experience that involved supervision; **OR**

Graduation from high school or possession of an equivalency diploma and six (6) years of full-time paid professional financial, administrative or management experience that involved supervision.