

COORDINATOR OF ADMINISTRATIVE SERVICES (PUBLIC HEALTH)

DISTINGUISHING FEATURES OF THE CLASS: This is specialized coordinating and administrative work involving responsibility for the coordination of day-to-day operations and administrative functions (e.g., personnel, purchasing, policies and procedures, programs, direct delivery of services, etc.) in a department. The work is performed under the general direction of a higher-level administrator and supervision is exercised over professional, technical and clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Coordinates and oversees the day-to-day administration of departmental programs, services, and operations (e.g., policies and procedures, performance evaluations, recruitment, disciplinary procedures, direct-delivery of public health services, etc.);

Implements policies and procedures by providing information to departmental employees, meeting with staff to discuss and exchange information, identifying problems pertaining to policies and procedures and recommending solutions, as needed, etc.;

Identifies and reviews problems pertaining to departmental operations and recommends solutions, as needed (e.g. corrective actions, revised policies and procedures, training, etc.);

Recommends new policies and procedures, as needed;

Acts as liaison to other departments, governmental agencies, community groups and organizations, etc. as needed, to request and ensure the delivery of services including, but not limited to, maintenance, security, and management information systems to support the department's operations;

Prepares and/or coordinates the preparation of the department's annual budget by gathering information and organizing same, evaluating the department's operational needs, preparing justifications for budget requests, etc.;

Monitors the department's budgetary expenditures and revenues and requests budgetary actions (e.g., transfer of funds between accounts), as needed;

Monitors grants to ensure compliance with grant requirements;

Conducts special projects, as assigned;

Prepares a variety of reports;

Attends a variety of meetings and conferences (e.g., committees of the Rockland County Legislature, community groups, New York State Department of Health), as assigned;

May coordinate and oversee departmental purchasing procedures and processes, in accordance with Rockland County policies.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the policies, procedures, laws, regulations and operations of the department*; good knowledge of the principles and practices of public administration; ability to supervise the work of others; ability to interpret complex written material, such as program and government regulations; ability to prepare a variety of reports; ability to communicate effectively, both orally and in writing; ability to establish and maintain cooperative relations with others.

MINIMUM QUALIFICATIONS:

1. A Master's degree or higher and four (4) years of administrative, managerial, and/or supervisory experience; or
2. A Bachelor's degree and six (6) years of administrative, managerial, and/or supervisory experience.

(over)

SPECIAL REQUIREMENT: Possession of a valid motor vehicle license or accessibility to transportation to meet travel and field work requirements in a timely and efficient manner.

*To be demonstrated during the probationary period.

R.C.D.P. (03.09.2017) 04.17.2018
Competitive

