

DIRECTOR OF ADMINISTRATIVE SERVICES (SOCIAL SERVICES)

DISTINGUISHING FEATURES OF THE CLASS: This is professional and managerial work of a complex nature which involves a responsibility for overseeing a variety of functions such as administrative procedures, fiscal administration, compliance, personnel, data processing, IT systems, etc. The work is distinguished from that of a Coordinator of Administrative Services (Social Services) in the complexity of assignments and a considerable level of independent judgement. The work is performed under the general supervision of the Commissioner of Social Services or the Commissioner's designee and in accordance with New York State, federal and local policies. Supervision is exercised over professional, technical, clerical and any other employees assigned by the Commissioner of Department of Social Services. Does related work as required.

TYPICAL WORK ACTIVITIES:

Oversees, and directs the activities of professional, technical, and clerical employees involved in administrative practices, financial, compliance, personnel, accounting, records control, government grants, data and vendor processing, and IT systems (WMS);
Implements, develops, and directs departmental policies and procedures, including those related to Accounting, Administrative Services and fiscal policy, as directed by the Commissioner of Social Services;
Analyzes the impact of New York State and federal legislation and directives, in order to ensure compliance and plans for the implementation of such directives;
Acts as liaison with federal, New York State and county agencies with respect to fiscal and general administrative matters;
Oversees requisitioning and maintenance for physical property of the department;
Evaluates departmental budget needs and provides recommendations to the Commissioner of Social Services;
Reviews reporting procedures and ensures compliance of such;
Prepares feasibility studies to improve department administration;
Prepares a variety of reports, including those related to studies and special research.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONNEL CHARACTERISTICS:

Thorough knowledge of administrative polices, practices and procedures; thorough knowledge of New York State laws, rules and regulations applicable to the services and operations of the Department of Social Services; good knowledge of accounting procedures, particularly as applied to government accounting; thorough knowledge of the principles and practices of public administration; good knowledge of data processing and management information systems; good knowledge of federal and state laws and programs applicable to social service activities; ability to analyze and organize complex processes; ability to supervise the work of others; ability to communicate effectively both orally and in writing; ability to prepare clear and accurate reports; ability to understand and interpret complex written material, such as program and government regulations; ability to establish and maintain cooperative relationships with others.

MINIMUM QUALIFICATIONS: A Bachelor's degree or higher in Public Administration, Business Administration, Accounting, Finance, or comparable curriculum, and seven (7) years of responsible supervisory, administrative, or managerial experience, two (2) years of which must have been in a managerial capacity within an agency responsible for delivering human services.

(over)

NOTE: A Master's degree in Public or Business Administration, Accounting, Finance, or comparable curriculum may be substituted for two (2) years of the above general experience.

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Competitive