



**Cayuga County Department of Human Resources
and Civil Service Commission**

JOB SPECIFICATION

Civil Service Title:	ADMINISTRATIVE SERVICES OFFICER
Jurisdictional Class:	Competitive
Civil Division:	Public Health Department
Adoption: CSM	12/13/89
Revised: CSM	1/17/92

DISTINGUISHING FEATURES OF THE CLASS:

This administrative position exists in the County Health Department and involves responsibility for the management of the agency business and financial affairs. The incumbent works under the general direction of the Public Health Director with leeway afforded for the exercise of independent judgment in the development of plans, implementation and coordination of the financial and business management policies of the department. Supervision may be exercised over subordinate supporting clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Prepares operating budgets, contracts and expenditure reports, cost reports and other financial reports required by funding sources;

Coordinates the submission and review of budgets and other financial reports required of contract agencies;

Participates in budget meetings or other meetings that affect the financial and business management affairs of the department;

Monitors expenditures and analyzes revenue collections for services rendered by the department or contractors;

Prepares interim reports for administrative staff;

Directs special studies of department functions, including feasibility studies for future programs;

Coordinates, reviews and monitors the department's data processing needs and activities;

Utilizes appropriate techniques such as task analysis, cost/benefit analysis, work distribution and work-flow charting, system and organizational analysis and interviews;

Advises administrators on policy development and implementation following detailed study and makes recommendations on which services should be emphasized or modified;

Provides forecasts directly related to and affecting program operations for use in planning activities;

Contacts and works with local, State and Federal officials concerning funding applications, allocations, grant proposals, etc., with existing or projected needs and assets;

Monitors ongoing projects involving agency staff taking into consideration county capabilities, assets, community support, community assets, etc.;

Develops specific budget and other financial information and reports on department programs and services;

Plans and supervises the collection, tabulation and analysis of statistical and financial data;

Aids in the formulation of policies & procedures for the business administration of the department;

Plans, directs and coordinates various Health Department functions such as accounting and clerical;

Aids the Public Health Director in matters related to administration, budget, personnel & agency procedures;

Develops staffing & funding requirements for inclusion in the budget and secures budget estimates;

Aids in budget studies and assists in the preparation of the total budget;

Maintains contacts with department units, with other departments and with community groups in areas of professional responsibility;

Established methods in consultation with the Public Health Director and other management personnel for evaluation of staff work performance & maintenance of personnel files;

Develops and maintains the agency forms control program;

TYPICAL WORK ACTIVITIES continued: (Illustrative Only)

Oversees and controls the agency's physical facilities, supplies & equipment;
Aids the Public Health Director in carrying out specialized services in the department;
Aids in interpretation of employee contracts, both NYSNA and CSEA;
Orients and trains non-technical new employees;
Confers with Public Health Director on department policy operations.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Thorough knowledge of current principles and practices of business administration and budgeting;
Thorough knowledge of modern methods used in keeping and checking financial records and reports;
Thorough knowledge of office terminology, procedures and equipment;
Thorough knowledge of Business English;
Good knowledge of budgeting, financial and business management procedures and techniques;
Working knowledge of the organizational structure, goals and objectives of the agency, report preparation, budget preparation and projections and expenditure control;
Working knowledge of local government structure, interdepartmental and inter-agency relationships;
Working knowledge of computer operation and application of data processing techniques to fiscal management and record keeping;
Ability to plan, assign, and review the work of others;
Ability to understand and carry out complex oral and written instructions;
Good judgment and resourcefulness in solving complex administrative problems;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: EITHER:

- (A) Graduation from a regionally accredited or NYS registered college or university with a Master's degree in administrative management, hospital administration, business or public administration, municipal management, accounting, economics or municipal government, or related field; OR
- (B) Graduation from a regionally accredited or NYS registered college or university with a Bachelor's degree in one of the areas indicated in (A) above and one year of experience involving business or financial management of programs or public or private agencies, enterprises, or businesses; OR
- (C) Graduation from a regionally accredited or NYS registered college with an Associate's Degree in one of the areas indicated in (A) above and 5 years of business administration, accounting or personnel experience, 2 years of which shall have been in a responsible administrative, managerial or supervisory capacity involving planning, directing, and coordinating the activities of a large subordinate staff; OR
- (D) An equivalent combination of training and experience as indicated in (A), (B), and (C).