



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

### JOB SPECIFICATION

Civil Service Title: **DIRECTOR OF ADMINISTRATIVE SERVICES (DSS)**  
Jurisdictional Class: Competitive  
Civil Division: Department of Social Services  
Adoption: CSM  
Revised: CSM 05/12/1999, 06/16/1999, 01/17/2023

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#### **DISTINGUISHING FEATURES OF THE CLASS:**

This position involves responsibility for direct supervision of the accounting functions of the Department of Social Services. This is an administrative position involving considerable independent responsibility for the supervision and coordination of the fiscal and operating affairs of the department. Work is performed under the general direction of the Budget Director of Social Services and Public Health Departments and the administrative direction of the Deputy Director of Social Services, with wide leeway allowed for the use of independent judgement in carrying out work activities. Supervision is exercised over the work of account keeping staff in the accounting divisions. The incumbent does related work as required.

#### **TYPICAL WORK ACTIVITIES: (Illustrative Only)**

Supervises the maintenance of a variety of accounts and submission of Federal and State aid claims affecting the financial operations of the Social Services Department;  
Plans, assigns and reviews the work of subordinates;  
Instructs and trains subordinates in account keeping and financial record maintenance procedures;  
Participates in the formulation of fiscal and accounting aspects of department policy;  
Assists in the preparation of the department budget and the annual financial report in conjunction with the Deputy Director of Social Services and the Budget Director;  
Assists in the analysis of financial impact of new programs or program changes;  
Assists in the development and maintenance of policies and procedures for the recovery of assistance costs;  
Assists in the establishment, maintenance, and monitoring of appropriations, expenditures, and revenue accounts and records;  
Assists in the development of office automation programs;  
Prepares spreadsheets and forecasts the department's financial operations utilizing knowledge of a personal computer;  
Performs cost benefit analyses of various administrative functions and programs;  
Implements and oversees accounting and financial transactions to ensure compliance with Federal and State fiscal regulations;  
May audit program agent or sub-contracts to ensure proper expenditure control of program funds;  
Coordinates acquisition/distribution of equipment and supplies maintaining an inventory of equipment in department;  
Supervises, assigns, reviews and evaluates the work of a number of accountants and/or support clerical personnel in an accounting operation of segment thereof;  
Participates in the formulation of fiscal and accounting aspects of department policy;  
Analyzes state policy memoranda, bulletins and regulations and develops fiscal procedures to comply with mandated requirements;  
Performs other duties as directed by the Deputy Director for Social Services.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:**

Thorough knowledge of generally-accepted accounting and financial management procedures;  
Thorough knowledge of budgeting procedures and practices;  
Good knowledge of state and local laws and regulations which affect local Social Services activities;  
Ability to plan, assign and supervise the work of subordinate staff performing a range of duties;  
Ability to make complex arithmetic computations involving fractions, decimals and percentages accurately;  
Ability to develop effective working relationships with subordinates and other work contacts;  
Expertise in personal computing;  
Ability to prepare and analyze complex financial and statistical records, reports and statements;  
Ability to prepare and present complex oral and written reports clearly and concisely;  
Ability to perform close detail work involving considerable visual effort and strain;  
Accuracy;  
Sound judgement;

**MINIMUM QUALIFICATIONS:**

**(A)** Possession of a master's degree from a regionally accredited or NYS registered college or university in accounting, business or public administration, economics or finance, including or supplemented by 18 semester credit hours in accounting and two years of experience in fund accounting, auditing, municipal budgeting or financial planning and analysis, one year of which must have been supervisory; **OR**

**(B)** Graduation from a regionally accredited or NYS registered college or university with a bachelor's degree in accounting, business, economics or finance and four years of experience in fund accounting, auditing, municipal budgeting, or financial planning and analysis, two years of which must have been supervisory.