

## COORDINATOR - ADMINISTRATIVE SERVICES

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Commissioner or Deputy Commissioner, an incumbent of this class is responsible for the management, coordination, and supervision of all administrative services of a department. Responsibility includes management of the department's budget, payroll/personnel functions, management information systems, accounts payable, billing, contract management, financial reporting, grants management, and regulatory compliance. The incumbent acts as administrative advisor to the Commissioner and departmental staff and, in addition, acts as a liaison between the department and the Budget Office, Personnel Office, Finance Department, Law Department and General Services Department. This classification is different from Director of Administrative Services by the size and scope of the department and departmental budget. Supervision is exercised over an administrative support staff. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Develops and implements administrative procedures to insure compliance to County and departmental management and financial goals and objectives;

Directs the preparation of the department's annual budget in accordance with County guidelines and departmental objectives for the approval of the Commissioner;

Oversees the preparation and submission of State Aid Application, Annual Report, and grant applications, in accordance with required procedures;

Reviews, monitors, and approves accounts payable, insuring that expenditures remain within budgetary limits; implements cost control procedures; monitors cost accounts to insure adequate funds to meet departmental needs, and makes recommendations for the reallocation of funds, as needed;

Develops service contracts by outside vendors and with other County Departments for review and approval of the Law Department and the Board of Acquisition and Contract, monitors them to insuring compliance to terms and agreements, coordinates modifications to meet changing needs, and monitors costs;

Compiles budgetary and financial reports in compliance with reporting requirements; meets with auditors and other governmental regulatory agencies, as required;

Implements billing and reimbursement procedures to insure optimum recovery of revenues for departmental costs and services;

Oversees the materials management function for the department, insuring adequate acquisition, distribution and storage of supplies, material, and equipment;

Oversees the space management and office support functions for the department, including mail delivery, equipment repair and maintenance, telecommunication and data communication services, and records management;

## COORDINATOR - ADMINISTRATIVE SERVICES

Page 2

### EXAMPLES OF WORK: (Cont'd)

Directs the Personnel function for the department, including the implementation of all laws, policies, procedures and labor agreements; processing all payroll/personnel forms and documents; maintaining accurate time and attendance records; resolving labor conflicts; implementing performance standards and disciplinary procedures; and maintaining detailed, accurate personnel records and files;

Keeps abreast of safety standards and regulations affecting departmental operations; reviews and processes Worker's Compensation claims; and implements procedures and training (in coordination with the Division of Risk Management) to minimize loss and liability;

Coordinates information technology to insure the most effective automated support and reporting systems are available to department staff;

Reviews and analyzes all applicable laws, statutory rules and regulations relating to Departmental administration and organization;

Supervises, trains, and coordinates the activities of administrative support staff;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

Performs related administrative and management functions to insure the smooth and effective operation of the department.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of organizational and administrative process and techniques; thorough knowledge of modern methods of fiscal planning and management, budget preparation and control, and contract management; good knowledge of administrative reporting and control procedures associated with budget, personnel, purchasing and statistics in an automated environment; ability to effectively coordinate and implement departmental administrative, management, and personnel procedures in a public environment; ability to prepare management and fiscal reports; ability to communicate effectively, both orally and in writing; ability to supervise and coordinate the work of others; responsibility effectively; initiative in recommending needed policy review or revision and in working out procedural changes within existing policy to provide more effective and economical service; ability to effectively use computer applications or other automated systems such as spreadsheets, word processing calendar, e-mail and database software; good judgment in carrying out

the administrative programs supervised; tact; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree\* and four years of experience in accounting, public administration, budget or personnel administration, two years of which must have been in a supervisory capacity.

COORDINATOR - ADMINISTRATIVE SERVICES

Page 3

SUBSTITUTIONS: Satisfactory completion of a one year Public Administration Internship may be substituted for one year experience. Coursework toward a Master's Degree\* may be substituted for each year of the above required experience at the rate of 30 credits per year of experience, exclusive of the supervisory experience.

\*SPECIAL NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

West Co.  
J. C.: Competitive  
WPP1

Job Class Code: C2867  
Job Group: XIII