

DEPARTMENT:
CLASSIFICATION:
APPROVED:

SOCIAL SERVICES
COMPETITIVE
DECEMBER 1, 2022

FLSA Status: Exempt/Administrative

DEPUTY DIRECTOR OF ADMINISTRATIVE SERVICES

DISTINGUISHING FEATURES OF THE CLASS: Assists the Director of Administrative Services in planning and supervising the performance of staff involved in the business management and accounting activities of the department. Assists with the coordination of the fiscal and operating affairs of the department which are in support of Social Services operations. Work is performed under the direction of the Director of Administrative Services in accordance with established policies and objectives, with leeway permitted for the exercise of independent judgment in carrying out the details of the work in accordance with established policies, procedures, laws, and contracts. General supervision is exercised over the Administrative Services Unit employees and other assigned subordinate personnel. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Supervises account-keeping procedures in compliance with New York State regulatory systems and policies;
2. Assists in the formulation of policies and procedures for the business administration of the department;
3. Maintains and supervises general books of accounts according to established accounting procedures, including general ledgers and journals;
4. Assists the Director in matters related to administration, budget and agency financial procedures;
5. Assists the Director with interviews, selection, hiring, and evaluation of employees;
6. Assists the Director with personnel matters involving staff within those areas of the Director's oversight;
7. Studies business and accounting procedures and recommends changes;
8. Assist in the formulation and preparation of the annual budget, financial statements, cost analysis and special reports;
9. Maintains contacts with all departmental units and with other departments in areas of his/her professional responsibility;
10. Advises subordinate and administrative personnel on accounting and record keeping procedures and recommends changes to improve operations;
11. Reviews grant awards and audits the claims of grants;
12. Prepares and issues periodic financial and statistical reports relating to financial matters of the department;
13. Assists the Director in carrying out specialized services in the department;
14. May act as the Director in his/her absence.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of all applicable laws, regulations, and accepted account-keeping principles and techniques; thorough knowledge of modern cost account systems; skill in the use of modern computer software applications and peripherals at an acceptable rate of speed and accuracy; ability to apply account-keeping principles and techniques; ability to plan and direct the work of others; ability to train and supervise employees in office methods and procedures; ability to prepare reports; administrative ability; resourcefulness in handling administration problems; tact; integrity; sound professional judgment; initiative; physical condition commensurate with the demands of the position.

CONTINUED

DEPUTY DIRECTOR OF ADMINISTRATIVE SERVICES CONTINUED

MINIMUM QUALIFICATIONS:

OPEN-COMPETITIVE: Candidates must meet one of the following:

1. Graduation with a Bachelor's Degree in business administration, accounting or closely related field **AND** three (3) years of full-time paid experience in fiscal activities such as accounting and budgeting, one (1) year of which must have been in supervising a staff involved in such activities; **OR**
2. Graduation with an Associate's Degree in business administration, accounting, or a closely related field; **AND** five (5) years of full-time paid experience in fiscal activities such as accounting and budgeting, one (1) year of which must have been in supervising a staff involved in such activities; **OR**
3. Seven (7) years of full-time paid experience in fiscal activities such as accounting and budgeting, one (1) year of which must have been in supervising a staff involved in such activities; **OR**
4. An equivalent combination of training and experience as defined by the limits above. The one (1) year of supervisory experience is required.

NOTE: Degrees must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.