

Jurisdictional Class: Competitive
EEO Category: Professionals
Revised: 07/21/2022

ADMINISTRATIVE OFFICER

DISTINGUISHING FEATURES OF THE CLASS: This administrative position involves the responsibility for the management of the agency financial affairs. The incumbent works under the general direction of the respective Director/Commissioner with leeway afforded for the exercise of independent judgment in the development of plans, implementation, and coordination of the financial policies of the department. The incumbent supervises the work of other subordinate employees. The incumbent performs 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 affairs of the department;
Monitors expenditures and analyzes revenue collections for services rendered by the department or contractors;
Prepares interim reports for administrative staff;
Reviews contracts agencies' claims to assure appropriateness of expenditures and reimbursements made by or due the department by contract agencies;
Directs special studies of department functions, including feasibility studies for future programs;
Coordinates, reviews and monitors the department's data processing 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.

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FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND 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 and financial management procedures and techniques; working knowledge of the organizational structure, goals and objectives of the agency; working knowledge of report preparation, budget preparation and projections and expenditure control; working knowledge of local government structure, interdepartmental and interagency 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.

MINIMUM QUALIFICATIONS: Either:

- (A) Possession of Master's Degree in hospital administration, business or public administration, accounting, economics or a closely related field **AND** one (1) year of experience involving financial management of programs* of public or private agencies, enterprises, or businesses; **OR**
- (B) Possession of Bachelor's Degree in hospital administration, business or public administration, accounting, economics or a closely related field **AND** three (3) years of experience involving financial management of programs* of public or private agencies, enterprises, or businesses.

*Experience in financial management of programs is defined and limited to mean: responsibility for direction, control, and decision making in financial areas such as cost accounting, cost/benefit analysis, budgeting, payroll, purchasing, etc. Experience involving repetitive recording, classifying, and verifying of financial data is not acceptable experience.

NOTE: Degree(s) 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. If the degree was awarded by an educational institution outside the United States and its territories, the candidate must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. Candidates will be required to pay the evaluation fee.

Adopted: 07/01/1976

Revised: 10/05/1983, 10/08/1990, 08/10/1992, 05/08/1995, 06/14/2007; 07/21/2022