

## ORANGE COUNTY CLASS SPECIFICATION

**TITLE:** ADMINISTRATIVE MANAGER **GRADE:** 14

**TITLE ABBREVIATION:** ADMIN MGR **TITLE NO.:** 6054

**JURIS.CL:** C **SALARY CODE:** 01 **UNIT:**            **EEO CODE:** OA **FLSA CODE:** AD

**DEPARTMENT:** PUBLIC WORKS & ENVIRONMENTAL FACS. & SVCS. **DIVISION:** ADMIN

**SUPERVISOR'S TITLE:** COMMISSIONER, DEPUTY COMMISSIONER

DISTINGUISHING FEATURES OF THE CLASS: This is a responsible administrative and supervisory position charged with the effective implementation and direction of all accounting, and clerical functions as assigned to either the Department of Public Works or the Department of Environmental Facilities & Services. Under general supervision the incumbent works within policy guidelines established by the Commissioner OR Deputy Commissioner with latitude granted for the use of independent judgment in determining operating methods and controls. Supervision is exercised over the department's clerical and accounts personnel. Does related work as required.

### TYPICAL WORK ACTIVITIES:

1. Maintains supervisory control over the operations of the office;
2. Directs the development and maintenance of all departmental records and reports (e.g., fiscal reports, payroll, personnel records, reimbursement and operations reports, etc.);
3. Assists with the preparations of the department's budget;
4. Maintains and supervises cost accounts in connection with all phases of construction and maintenance;
5. With assistance of the engineering staff, coordinates, reviews and finalizes all bid documents for material and labor contracts prior to advertisement;
6. Assures that all divisions are provided with adequate clerical services;
7. Directs the departments purchasing and inventory control activities;
8. May prepare and maintain all snow contracts with local municipalities;

9. Compiles all requirement lists for purchases for material, equipment, etc. as covered under the county bids;
10. Maintains files of maps, permits, and other documents dealing with the department's operations and serves as Freedom of Information Officer for the department;
11. Receives and handles inquiries, complaints, and requests concerning department's accounting and clerical operations, referring substantive and sensitive issues to the Commissioner and/or Deputy Commissioner(s);
12. Compiles or researches data as directed by the Commissioner and prepares special reports.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of modern office management practices; procedures, and equipment; good knowledge of the department's operations, including local, state and federal laws and regulations governing its functions; good knowledge of construction costs; working knowledge of accounting methods and procedures; ability to plan and direct the work of others and to accept responsibility for their performance; ingenuity and resourcefulness in handling administrative problems; ability to present written reports and summaries and oral comments and opinions clearly and concisely; ability to establish successful relations and communications with people; good judgment; thoroughness and dependability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Business Administration, Accounting, or a related field and two (2) years of supervisory experience working with financial accounts associated with engineering, construction, public works, environmental facilities, and/or other public or private infrastructures or facilities; OR

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- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Business Administration, Accounting, or a related field and four (4) years of experience working with financial accounts associated with engineering, construction, public works, environmental facilities, and/or other public or private infrastructures or facilities including two (2) years of which must have been in a supervisory capacity; OR
- (C) Graduation from high school, or possession of a high school equivalency diploma, and six (6) years of experience as defined in (A) above, two (2) years of which must have been in a supervisory capacity; OR
- (D) An equivalent combination of training and experience as indicated in (A) and (B) above.

REVISED: 9/15/76

REVISED: 1/14/88

FORMAT CHANGE: 6/18/85

REVISED: 6/89

EEO CODE UPDATE: 11/29/90

REVISED: 4/17/00 hf