

DEPUTY COUNTY ADMINISTRATOR

DISTINGUISHING FEATURES OF THE CLASS: This is a business management position responsible for the supervision, performance, management, and coordination of a variety of operational and business duties for various Cattaraugus County departments. Activities are performed in accordance with state, federal, and local policies under the general direction of the County Administrator. The incumbent directs the activities of the administrative, accounting, and data processing units of various agencies and may coordinate agency administrative programs for department heads. The incumbent acts for and in place of the County Administrator during the Administrator's absence. A Deputy County Administrator does related work as required.

TYPICAL WORK ACTIVITIES:

- Analyzes directives, bulletins, and informational material to develop procedures to meet operational needs;
- Reviews reports generated concerning departments to extract fiscal and management information utilized in establishing financial controls and work performance standards;
- Analyzes operating procedures to devise more efficient methods of accomplishing agency missions;
- Oversees the consolidation of accounting and statistical information into finalized periodic reports utilized in establishing reimbursement due the County by the state and federal government;
- Reviews and consolidates budget requests and revenue sources to prepare and develop the budget document;
- Directs the maintenance of personnel records for use in personnel transactions and resolution of personnel problems;
- Screens applicants for management positions in order to recommend appointments;
- Determines agency staffing needs of various agencies and provides advice and counsel to the County Administrator and Department Heads;
- Administers negotiated contracts with recognized employee organizations;
- Oversees the maintenance and operation of building facilities and central services for County Offices;
- Organizes staff to cope with sudden problems or emergencies.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Thorough knowledge of business administration procedures; thorough knowledge of accounting methods and budgetary procedures; good knowledge of the principles of personnel supervision; good knowledge of the principles of cost analysis; working knowledge of purchasing and inventory practices; ability to plan and coordinate the work of others; ability to identify and anticipate financial problems and needs; ability to readily acquire familiarity with laws, regulations, and policies; ability to identify and set priorities; ability to verbally explain and defend budgets; ability to interpret financial reports; skill in organizing and consolidating narrative and tabular information into a clear, logical, fiscal plan; skill in human and public relations; good judgement; thoroughness; dependability; physical condition commensurate with the duties of the position.

MINIMUM QUALIFICATIONS:

A.) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree including or supplemented by 24 semester credit hours in accounting, public, or business administration and two years public or business administration experience which must have included accounting and budgeting duties, one year of which shall have been in a supervisory capacity;

OR

B.) Graduation from a regionally accredited or New York State registered community college with an Associate's degree in accounting or business administration and four years of public or business administration experience two 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 years of public or business administration experience which must have included accounting and budgeting duties, three years of which shall have been in a supervisory capacity;

OR

D.) An equivalent combination of training and experience as limited by (A), (B) and (C) above.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Adopted: 7/17/90

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