

DIRECTOR OF PUBLIC WORKS ADMINISTRATION

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the supervision and performance of a variety of public works business functions, which include budgeting, accounting, finance, grants writing and office management. Supervision is exercised over all clerical employees involved in these activities. Work is performed under the general supervision of the Commissioner of Public Works with leeway allowed for the use of independent judgement within the designated areas of responsibility. Does related work as required.

TYPICAL WORK ACTIVITIES:

Assists in the formulation of policies and procedures as well as economic projections which can impact on the administration of the department;

Prepares a variety of reports and applications necessary to secure funding or reimbursement for the department;

Provides fiscal, statistical and business management information in support of Federal and State grant applications for Public Works projects;

Ensures that ledgers, accounts receivable and accounts payable are maintained in accordance with audit requirements;

Acts as department contact in audits;

Assembles all capital and operating budget requests for the department, and ensures that justifications are adequate;

Submits recommendations for the yearly budget to the Commissioner;

Represents the concerns of the department at budget conferences and hearings, legislative meetings, contract negotiations and other meetings as required;

Exercises fiscal control over assigned capital improvement projects;

Oversees the processing of change orders to existing capital improvement requests and contracts;

Submit documentation to Board of Acquisition and Contract to support purchase of equipment and services in accordance with County procedures;

Reviews requisitions for the purchase of nonroutine equipment and services and submits recommendations to the Commissioner for approval;

Operates a computer to enter, retrieve and analyze data;

Approves routine purchases;

Directs the maintenance of personnel records to monitor employee pay, vacation or sick leave and resolve personnel problems;

Studies and implements the use of data processing equipment to meet department needs;

Prepares long range planning and evaluation studies regarding departmental services and policies, and develops recommendations on revision or establishments;

Plans, organizes and supervises the activities of all clerical employees;

Trains, supervises, evaluates and disciplines assigned department staff;

May interview applicants for positions in order to recommend appointments.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles and practices of public administration with emphasis on effective organization, administration and management;
Good knowledge of the principles and practices of modern accountkeeping and budget control;
Good knowledge of data processing techniques and their applications;
Good knowledge of County operations and functions;
Good knowledge of modern principles and techniques involved in administrative methods and procedures studies;
Good knowledge of the functions of local government and of the character of relationships between departments and between public and private agencies;
Ability to secure facts through observation, interview and investigation, and to analyze and evaluate information secured;
Ability to carry out and make special studies relating to organization, structures and policy;
Ability to analyze and resolve complex problems;
Ability to establish and maintain effective working relationships;
Ability to direct and supervise the work of others;
Ability to express oneself clearly and concisely both orally and in writing;
Ability to prepare correspondence and reports;
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 Master's Degree in public or business administration, accounting, or a closely related field and one year of experience in public or business administration, accounting, project management or closely related field; or
- B) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in public or business administration, accounting, or a closely related field, and four years of experience as defined above; or
- C) An equivalent combination of training and experience as defined by the limits of A) and B) above.