

## **ASSISTANT TO DIRECTOR OFFICE FOR THE AGING**

**DISTINGUISHING FEATURES OF THE CLASS:** The position involves responsibility for administering, directing and coordinating the supportive activities of the department. The incumbent performs management functions including, but not limited to, fiscal management, budgeting, program planning, personnel supervision, and program evaluation. Additional responsibilities include providing technical assistance to community service providers and subcontractors in relation to grant preparation, program planning and management. An incumbent is responsible for all department financial and statistical planning, monitoring and reporting functions. The work is performed under general supervision with wide leeway given for the frequent exercise of independent judgment. Supervision is exercised over subordinate staff. Does related work as required.

**TYPICAL WORK ACTIVITIES: (Illustrative Only)** Supervises and participates in the administrative and support functions of the department; May formulate policies and procedures for the administration, budget, and office procedures; Supervises and expedites the maintenance of records and the preparation of reports; May prepare or assist in the preparation of grant proposals including but not limited to preparing budgets, composing narratives and gathering supporting data from internal and external sources; Plans, develops and monitors annual agency budget; Plans and supervises the collection, tabulation and analysis of financial and statistical data; Directly supervises assigned personnel and provides general supervision and direction to support staff and volunteers; Serves liaison and coordination functions with other departmental programs, other County Departments, contract agencies, local and State agencies; Attends and participates conferences or training programs; Performs related work necessary for the efficient execution of the administrative and fiscal functions of the department.

**FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:** Thorough knowledge of principles and practices of office management, including a knowledge of personnel methods and procedures, organization, reporting and communication, and supervisory principles and techniques; Thorough knowledge of office terminology, procedures and equipment; Thorough knowledge of keeping and checking accounting records, reports, budgets and policy material; Ability to obtain the cooperation of others; Ability to understand and carry out complex oral and written instructions; Ingenuity and resourcefulness in handling problems; Ability to plan and supervise the work of others; Tact and courtesy; Good judgment; Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** EITHER:

- A. (1) Graduation from a four year college or university with a Bachelor's degree in Accounting, Public or Business Administration or related field and (2) one year of experience in public or business administration, office management, accounting or auditing; OR
- B. (1) Graduation from a two year college or university with an associates degree in Accounting, Public or Business Administration or related field, and (3) three years of experience specified in (A) above; OR
- C. (1) Graduation from high school or possession of a high school equivalency diploma and (5) five years of responsible clerical experience, which shall have included two years of supervisory experience and two years of account keeping responsibilities; OR
- D. An equivalent combination of training and experience as defined by the limits of (A), (B), and (C) above.

**NOTE:** Your degree 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 your degree was awarded by an educational institution outside the United States and its territories, you 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>. You must pay the required evaluation fee.

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