

## **A.C.E. DEPUTY DIRECTOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This is a professional position within the Accountability, Efficiency, and Compliance (A.C.E.) Division of the Department of Finance responsible for the oversight of all operational areas of Ulster County Government. It involves assisting the A.C.E. Director in enforcing the Ulster County Executive's goals of accountability, compliance with corporate and standard operation procedures, and facilitating increased efficiency of county operations. Example tasks are, but not limited to: department efficiency evaluations, program performance evaluations, procurement controls, enhanced internal control development and monitoring, grant and capital project monitoring as well as financial forecasting. The incumbent acts for and in place of the Director in their absence. The work is performed under the direct supervision of the A.C.E. Director. Supervision is exercised over the work of all other employees of the A.C.E. division. Does related work as required.

**TYPICAL WORK ACTIVITIES:** The typical work activities listed below, while providing representative examples of the variety of work assignments in the title do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Works in partnership with the A.C.E. Director, the Commissioner of Finance and the Ulster County Executive in the oversight of all operational areas of Ulster County Government;

Enforces Ulster County Executive's goals of accountability, compliance and efficiency in county government;

Ensures corporate compliance and compliance of standard operation procedures;

Develops and implements accounting policies and systems to assure timely, accurate, and meaningful financial analysis and reporting, and proper receipt and disbursement of all county funds, as appropriate;

Evaluates program performance and departmental efficiency;

Reviews and prepares the capital program and analyzing major capital expenditure requests, as appropriate;

Prepares, upon request, County Finances based on analysis of historical trends, monthly reports and projections;

Monitors grants and capital projects;

Reviews and investigates departmental budget estimates and requests, and requests such other data as necessary;

Conducts internal monitoring and responds promptly to detected offenses;

Reports all monitored findings to the Director via established channels;

Acts for and in place of the A.C. E. director in their absence;

Attends all meetings regarding accountability, compliance and efficiency of Ulster County Government.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Thorough knowledge of federal and state laws pertaining to the finance and the general functioning of county government; good knowledge of the principles and practices of government organizational design and development, public administration, financial management and strategic planning as they apply to county government; ability to plan, coordinate and supervise a variety of activities; ability to organize and supervise the work of others; ability to prepare complex written and oral reports clearly and concisely; ability to establish and maintain effective working relationships with agency professional staff and others; ingenuity and resourcefulness in solving administrative problems; superior judgment; emotional stability; decisiveness; patience; tact and courtesy, good address; 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 Finance, Economics, Business Administration, Public Administration or a related field and four (4) years of full-time paid, or its' part-time equivalent, experience in financial planning and management, or closely related field; **OR**
- B. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Finance, Economics, Business Administration, Public Administration or a related field and seven (7) years of full-time paid, or its' part-time equivalent, experience in financial planning and management, or closely related field; **OR**
- C. An equivalent combination of training and experience as defined by the limits of A and B Above.