

ADMINISTRATIVE SERVICES MANAGER

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative position which oversees all aspects of contract management of the Ulster County Department of Public Works (UCDPW). The incumbent acts as the assistant to the Commissioner and Deputy Commissioners of Public Works, and is responsible for providing analysis of departmental needs, administering all contract services and matters, and assists in collecting and maintaining data for budget and the capital plans. The work is performed under the general direction of the Commissioner of Public Works with considerable leeway allowed for the exercise of independent judgment and initiative in work methods. 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.

Acts as assistant to the Commissioner and Deputy Commissioners of Public Works on all procurement and contract services matters;

Interprets contract requirements and content for contractors, vendors and consultants;

Performs in-depth cost analysis on all maintenance and construction projects, as well as interdepartmental activities and scheduling of projects assisting the Commissioner of Public Works in making decisions on such;

Assists with establishing long range planning for potential maintenance, repair and construction projects for Ulster County;

Acts as divisional liaison, under the direction of the Commissioner of Public Works, with personnel in other County departments on contracts with professional services, capital projects and other issues that affect the working operations of the UCDPW;

Provides administrative and technical assistance to the Commissioner of Public Works in the development of procurement and contracting policies and procedures;

Drafts, evaluates and reviews contracts, amendments, Request of Proposals (RFP's), Request for Quotes (RFQ's), Invitation for Bids (IFB's), Sole/Single Source Procurements and other related financial documents;

Develops and implements new purchasing strategies for ongoing cost reductions and process simplification;

Develops specifications and evaluation criteria for procurements;

Negotiates contracts and amendments;

Issues and expedites purchase orders for procurement of materials and equipment;

Meets with subcontractor and suppliers on-site as necessary;

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Maintains contractor, subcontractor and supplier information in Ulster County's electronic management systems;

Maintains and enters all data related to contracts and/or amendments in the Ulster County's Financial System;

Operates a variety of standard office equipment, including computer and software applications.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of the procedures, practices, tools and terminology involved in construction, repair and maintenance; good knowledge of the laws, rules and regulations pertaining to municipal construction, repair and maintenance; good knowledge of safety procedures and how they relate to construction and maintenance; working knowledge of procedures utilized by the public sector in preparing, bidding, and awarding service, maintenance and construction contracts; ability to read and analyze moderately complex contracts; ability to read blue prints and work from plans and specifications; ability to maintain effective working relationships with various groups and agencies; tact; courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

A. Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in Engineering, Building Science, Business Administration, Public Administration or a closely related field and four (4) years of progressively responsible work experience in one of the above mentioned fields; **OR**

B. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Engineering, Architecture, Building Science, Business Administration, Public Administration or a closely related field and six (6) years of progressively responsible work experience in one of the above mentioned fields; **OR**

C. Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Engineering, Architecture, Building Science, Business Administration or a closely related field and eight (8) years of progressively responsible work experience in one of the above mentioned fields; **OR**

D. Graduation from high school or possession of a high school equivalency diploma and ten (10) years of progressively responsible work experience in the construction of large projects, institutional buildings or related projects.

SPECIAL REQUIREMENT: Throughout the duration of employment in this title, the incumbent must possess and continuously maintain a valid New York State Driver's License applicable to the vehicles being operated.

ULSTER COUNTY
0122 ADM SV MGR
Classification: Proposed Non-Competitive
MGT

ADOPTED: June 24, 2015