

ASSISTANT PROGRAM MANAGER

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class is responsible for coordinating the activities of a information/ management system within a county department. This employee will supervise the administrative functions related to these activities. General supervision is provided to this employee by the Department Head or his designee. Supervision over the work of those employees assigned to this function is a requirement of an employee in this class. Does related work as required.

TYPICAL WORK ACTIVITIES:

Ensures information/ management system control by assigning data entry support to direct technical areas within the department;

In coordination with the finance operations of the department, implements the Contract Management Module of the system;

Interfaces and coordinates data-base management;

Prepares and provides analysis to management on all systems output and to support decision making activities;

Works in direct relationship with the County Information Services organization;

Conducts payroll processing procedures (i.e.: attendance reporting, labor rate calculation, rules for compensation, control of labor distribution) and ensures interface to County Payroll Section;

Coordinates personnel activities to provide interface relative to record data base control and management requirements;

Provides direction and supervision for the following administrative functions: compensation and disability insurance; asset inventory; production planning in conjunction with finance and technical operations; record retention and control; business audits.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of office terminology, procedures, methods and equipment; good knowledge of the principles and modern practices of office and personnel management; good knowledge of computers and their uses; demonstrated ability to organize, assign, coordinate, supervise and review the work of subordinate personnel; ability to gain the cooperation of others; good judgment; 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 bachelor's degree and one year of full-time paid experience which included responsibility for managing a complex information/ management system; OR

- B. Graduation from a regionally accredited or New York State registered college or university with an associate's degree and three (3) years of full-time paid experience which included responsibility for managing a complex information/ management system.

ULSTER COUNTY

0450 AST PRG MG

Classification: Competitive

Grade: 13

Union: CSEA

Adopted: May 13, 1988