

ASSISTANT TO THE COMMISSIONER FOR THE DEPARTMENT OF PUBLIC WORKS

DISTINGUISHING FEATURES OF THE CLASS: This position works within the Administrative Division of the Ulster County Department of Public Works (DPW), assisting the Commissioner for DPW and the Deputy Commissioner for DPW (Finance) with managing department programs and supervising administrative staff. The position's responsibilities include coordinating with the Ulster County Personnel Department and DPW divisions to oversee personnel matters, assisting in the oversight and procurement of DPW office equipment and software, managing DPW webpage content, as well as providing general and program support to all DPW managers. The work is performed under the general supervision of the Commissioner for DPW or Deputy Commissioner for DPW (Finance) with considerable leeway allowed for exercising independent judgment in carrying out the details of the work. Supervision is exercised over subordinate administrative staff as assigned. 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.

Assists the Commissioner and Deputy Commissioner in managing department programs;

Works directly with the Deputy Commissioner in the oversight of DPW software including but not limited to programs such as Pub Works, MUNIS, LOGOS and Microsoft Office;

Responsible for general oversight and supervision of administrative staff as assigned by the Commissioner or Deputy Commissioner;

Organizes and participates in DPW manager and project meetings;

Provides general and program support to all DPW managers;

Coordinates with the Ulster County Department of Information Services to oversee DPW office equipment and software procurement;

Coordinates with the Ulster County Personnel Department and DPW divisions to oversee personnel matters;

Oversees support services provided to the general public;

Coordinates office staff activities to ensure maximum efficiency;

Manages DPW webpage content;

Supervises administrative support services for the Ulster County Electrical Licensing Board;

Oversees the maintenance of DPW office files;

Participates with DPW managers in interviewing job applicants and counseling staff;

Oversees employee training on administrative functions, equipment and software utilization.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of the principles and practices of office and personnel management; thorough knowledge of office terminology, procedures and equipment; good knowledge of the laws, rules and regulations pertaining to personnel; good knowledge of departmental functions, its terminology and procedures; ability to train, organize, assign, coordinate, and review the work of subordinate administrative staff; ability to communicate effectively both orally and in writing; ability to effectively use and oversee computer and software applications; ability to maintain files and reports; ability to deal effectively and get along with personnel at all levels of the organization; integrity; tact; initiative; good judgment; courtesy.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from an accredited college or university with a Bachelor's Degree and three (3) years of full-time paid, or its part-time equivalent, progressively responsible clerical work experience in a business or government office which involved responsibility for administrative details; **OR**
- B. Graduation from an accredited college or university with an Associate's Degree and five (5) years of full-time paid, or its part-time equivalent, work experience as defined by the limits of A above; **OR**
- C. Graduation from high school or possession of a high school equivalency diploma and seven (7) years of full-time paid, or its part-time equivalent, work experience as defined by the limits of A above; **OR**
- D. An equivalent combination of training and experience as defined by the limits of A, B and C above.

ULSTER COUNTY
0508 AST TO CPW
Classification: Competitive
0509 ATCPW HLP
Classification: Non-Competitive
Union: UCSA
MGT

Adopted: January 27, 2021