

## **DEPUTY TECHNOLOGY OFFICER (ADMINISTRATION)**

**DISTINGUISHING FEATURES OF THE CLASS:** An incumbent in this title is responsible for managing the area of Administration in the Ulster County Department of Information Services. Duties and responsibilities include overseeing policy and program development, budgeting, staffing, administration and technical activities within the incumbent's span of control. The incumbent is responsible for the management, coordination, and supervision of all administrative services in the department. Responsibility includes management of the department's overall budget, payroll/personnel functions, departmental management information systems, accounts payable, billing, contract management, financial reporting, grants management, and regulatory compliance. The incumbent acts as the administrative director of the department, and as such acts as a liaison between the department and the County Administrator's Office, Personnel Department, Treasurer's Office, County Attorney and other departments as necessary. Work is performed under the general direction of the Director of the Ulster County Department of Information Services, with leeway allowed for exercising independent judgement in carrying out the details of the work. Supervision is exercised over an administrative support staff. 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.

Develops and implements administrative procedures to ensure compliance with county and departmental management and financial goals and objectives;

Coordinates the preparation of the department's annual budget, compiling budgetary and financial reports as necessary;

Reviews, monitors, and approves accounts payable, ensuring that expenditures remain within budgetary limits, implementing cost control procedures, monitoring cost accounts to ensure adequate funds to meet departmental needs, and making recommendations for the reallocation of funds, as needed;

Implements billing and reimbursement procedures to ensure optimum recovery of revenues for departmental costs and services;

Coordinates government-wide computer related training functions with Ulster County Community College;

Oversees the administrative, customer support and telephone operations units of the department;

Coordinates contract approval process monitoring all vendor contracts and activities for appropriateness and compliance;

Oversees the materials management function for the department, ensuring adequate acquisition, distribution and storage of supplies, material, and equipment;

Oversees the space management and other administrative support functions for the department, including mail delivery, repair and maintenance, building security, freedom of information requests, rate studies and records management;

Directs the personnel function for the department, in compliance with applicable laws, policies, procedures and labor agreements;

Directs the processing of all payroll/personnel forms and documents, maintaining accurate time and attendance records, implementing performance standards and disciplinary procedures, and maintaining detailed, accurate personnel records and files;

Keeps abreast of safety standards and regulations affecting departmental operations, reviewing and processing Worker's Compensation claims, and implementing procedures and training to minimize loss and liability;

Coordinates departmental information technology to ensure the most effective automated support and reporting systems are available to department staff;

Supervises, trains, and coordinates the activities of administrative support staff;

Performs related administrative and management functions to ensure the smooth and effective operation of the department.

Supervises and plans workflow, provides training, and evaluates employee performance;

Reports on issues and implements policy regarding departmental administrative operations;

Attends conferences, meetings and seminars as assigned.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of the principles and practices of financial management, budgeting and budget preparation processes; good knowledge of data processing practices, concepts and terminology; working knowledge of computer operations and computer programming; ability to effectively coordinate and implement departmental administrative, management, and personnel procedures in a public environment; ability to prepare management and fiscal reports; ability to communicate effectively, both orally and in writing; ability to supervise and coordinate the work of others; customer service orientation; good judgment in carrying out the administrative programs supervised; initiative, resourcefulness, 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 and two (2) years of administrative experience, at least one (1) of which must have been in a supervisory capacity, which involved budget preparation, supervision of administrative support, facilities management or computer operations personnel; **OR**

- B. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree and three (3) years of experience, at least one(1) of which must have been supervisory, as indicated in A above; **OR**
- C. Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree and five (5) years of experience, at least one (1) of which must have been supervisory, as indicated in A above; **OR**
- D. Graduation from high school or possession of a high school equivalency diploma and seven (7) years of experience, at least one (1) of which must have been supervisory, as indicated in A above; **OR**
- E. An equivalent combination of training and experience as indicated by A, B, C, and D above.

ULSTER COUNTY  
2475 DEP TEC OF  
Classification: Competitive  
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Adopted: February 5, 2003