

DIRECTOR FOR SHERIFF ADMINISTRATION

DISTINGUISHING FEATURES OF THE CLASS: An employee in this administrative position plans, directs and coordinates the financial and budgetary activities of the Ulster County Sheriff's Office. The employee has day to day responsibility for all departmental financial and administrative matters including policies, procedures, budget planning and control, strategic planning, grants, and fiscal administration and is expected to exercise independent judgment and initiative in such areas. The work is performed under general supervision of the Ulster County Undersheriff and is reviewed primarily through consultation and review of reports. Supervision is exercised over clerical, technical and supervisory employees engaged in the budgetary, financial, and accounting functions. 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 procedures for the processing of fiscal information and the maintenance of accounting records;

Provides administrative supervision to support department Fiscal/Budget Unit Leaders, and coordinates the activities of these units;

Reviews budget requests; supervises and participates in the analysis of such requests; prepares recommendations and justifications; supervises the development of the annual budget and submits same to the Director for review; participates in budget committee meetings and hearings;

Supervises various operations of the agency such as transportation, purchasing, auditing, etc.;

Responsible for the development and evolution of reports needed to monitor the activities of the agency to ensure compliance with agency goals and external regulations;

Prepares and documents grant proposals and requests for Federal, State or other reimbursement and oversees the fiscal and reporting requirements of awards;

Prepares various reports and memoranda;

Conducts employment recruitment for the filling of vacancies;

Communicates with program managers/ unit leaders regarding program development and problem solving;

Organizes and coordinates with internal and external staff training and education programs for division employees;

Represents the department in matters pertaining to division activities;

Interfaces with county government officials and other department heads to develop programs, resolve problems and promote the smooth operations of the agency;

Interfaces with state agencies on behalf of the Sheriff's Office and County.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of the principles and practices of human services administration; Thorough knowledge of current budget practices and procedures; thorough knowledge of the principles and practices of program planning, development and evaluation, organizational theory, personnel management, budgeting and fiscal management; ability to systematize an effective accounting and reporting system; ability to plan, supervise and coordinate the work of a large number of employees; ability to prepare complex written material including detailed narrative reports, statistical reports, correspondence, policy and procedure manuals, and memoranda; ability to read, understand, interpret and apply complex written material such as laws, rules and regulations; ability to prepare and deliver interesting and informative talks and presentations on division activities; ability to establish and maintain effective working relationships with internal and external personnel; good judgment, leadership.

MINIMUM QUALIFICATIONS: Either:

- A. Possession of a Master's or higher-level degree in Public Administration, Business Administration, Accounting, Economics, or closely related field and three (3) years of full-time paid or its part-time equivalent work experience in fiscal administration, budgeting, accounting, grants administration, or administrative management, two (2) years of which must have been in a supervisory capacity; **OR**
- B. Possession of a Bachelor's Degree in Public Administration, Business Administration, Accounting, Economics, or closely related field and five (5) years of full-time paid or its part-time equivalent experience in fiscal administration, budgeting, accounting, grants administration, or administrative management, two (2) years of which must have been in a supervisory capacity; **OR**
- C. An equivalent combination of training and experience as defined by the limited or A and B above.

Note: Your degree or college credits must have been awarded or earned by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

Director for Sheriff Administration

Page 3

ULSTER COUNTY

2662 DIR SH AD

Classification: Competitive

MGT Grade 22

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