

## **ADMINISTRATIVE SERVICES COORDINATOR**

### **DISTINGUISHING FEATURES OF THE CLASS:**

This position is responsible for both administrative and fiscal functions in the Department of Social Services. The position assists the Director of Administrative Services by managing the day-to-day operations of building operations including the purchasing and distribution of equipment and expendable supplies, overseeing the automotive fleet and the parking lot and approving and processing work orders for the building. Fiscal responsibilities involve monitoring and overseeing accounts such as Medicaid, administrative expenditure accounts and petty cash. In addition, this position supervises support personnel involved in various functions such as supply distribution, central record keeping, and administrative reception. This position reports directly to the Director of Administrative Services and supervises support staff in the Receptionist, Office Assistant and Program Assistant series.

### **TYPICAL WORK ACTIVITIES:**

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all-inclusive and does not preclude a supervisor from assigning activities not listed that could reasonably be expected to be performed by an employee in this title.

1. Supervises administrative support staff performing the functions of administrative support, supply distribution, management of the file room, monitoring vehicle fleet, credit card usage, parking lot permits, travel authorizations and other related functions;
2. Controls and tracks all administrative account expenditures for multi million dollar budget, including approving expenditures and authorizing account transfers;
3. Assists in preparation of the departmental budget by gathering and compiling financial information, projecting costs and usage, researching prices, and justifying expenditures;
4. Oversees Medicaid Account processing warrants to secure payment; tracks expenditures into several accounts and projects expenditures for monthly, quarterly and annual reports and annual budget;
5. Oversees and reconciles petty cash fund and approves payments; oversees agency safe control;
6. Maintains control of the department's fixed assets, such as furniture and equipment; approves the purchase and distribution of new equipment; maintains inventory of departmental fixed assets;
7. Approves requests for work orders such as painting and office realignment; acts as liaison to staff in the Department of Public Works to ensure regular and emergency maintenance is done on building and equipment;
8. Oversees the work done in file room, office supply room and administrative offices; assigns staff to fill in for absent workers or to assist other staff when work loads warrant additional help throughout the department;
9. Accepts deliveries and ensures goods are stored and distributed to appropriate staff;
10. Oversees the maintenance of vehicle fleet and works with Automotive Center to resolve problems that occur;
11. Works with vendors to resolve problems with deliveries, supplies, payment for services, etc.
12. Prepares a variety of reports and cost projections for departmental management staff;
13. May cover for the Director of Administrative Services in their absence.
14. Oversees the use of conference/training room including set-up of furniture, electronic equipment, entrance into the building, etc.

## ADMINISTRATIVE SERVICES COORDINATOR (Cont'd)

### FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of accounting practices and budgetary principles and practices in order to prepare and oversee very large budgets and make cost projections;
- Knowledge of the supervisory techniques in order to effectively supervise at both the first and second line levels;
- Knowledge of office practices necessary for interacting with staff, vendors and the public, expediting office workflow, filing and retrieving information and compiling and analyzing information;
- Knowledge of departmental functions, organization and procedures in order to effectively manage the daily operation of the department;
- Knowledge of software packages for word processing to produce correspondence and reports and for spreadsheets and database management to produce a variety of reports and financial spreadsheets;
- Knowledge of account keeping principles and practices as they apply to classifying financial transactions, maintaining, reconciling, and closing accounts;
- Ability to establish and maintain effective working relationships with others;
- Ability to act independently in carrying out the daily functions of an office or program;
- Ability to gather, compile and evaluate information and records, prepare reports, and make recommendations based on an analysis of data collected;
- Personal characteristics necessary to perform the duties of the position.
- Physical condition commensurate with the demands of the position.

### MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and:

- EITHER: (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in business or public administration or a related field and one year of experience involving the keeping or maintaining of financial records;
- OR: (B) Graduation from a regionally accredited or New York State registered college or University with an Associate's Degree in business or public administration or a related field and three years of experience involving the keeping or maintaining of financial records;
- OR: (C) An equivalent combination of training and experience as indicated in (A) and (B) above.

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Adopted: 01/01/05