

ADMINISTRATION MANAGER (SCLIWC)

TOMPKINS COUNTY

Department: Administration
Classification: Competitive
Labor Grade: _____
Approved: 7/6/95; 7/10/95; 10/22/96
Revised: 5/94; 4/00
By: SCLIWC; TI; NYS CSC

DISTINGUISHING FEATURES OF THE CLASS:

This is a professional position responsible for planning, organizing, leading and supervising financial, administrative, personnel, business (public and customer relations), and data processing activities of the Administrative Department. The Administration Manager (AM), under the general direction of the General Manager, exercises independent judgment while conducting municipal accounting, administration, and communication activities. The AM supervises technical and clerical personnel, and may be authorized to act on behalf of the General Manager.

TYPICAL WORK ACTIVITIES:

Acts as team leader, facilitator, coach, team leader and/or team member in total quality management processes;
May be a member of the "Quality Steering Council" Plans, organizes, leads and supervises the administration of accounting and financial record keeping procedures of the Commission;
Plans, organizes, leads and supervises the administrative and personnel functions of the Commission;
Supervises the assembly of all documents in connection with Commission meetings;
Acts on behalf or represents General Manager upon request;
Responsible for compliance with records retention program;
Prepares periodic reports to the General Manager and Commission on financial, data processing and administrative matters;
Coordinates annual budget activities and presents draft budgets to the Commission;
Provides recommendation to the General Manager and Commission on any proposed policies and formal personnel actions;
Researches and summarizes Commission or other records for the General Manager or Commission;
Responsible for Administrative Department budget compliance;
Assures the achievement of department and applicable organizational goals and objectives;
Responsible for the administrative needs of the Commission including attending meetings, taking minutes, record keeping, and producing letters and reports as directed or required per Municipal Law;

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ADMINISTRATION MANAGER (SCLIWC) Continued

TYPICAL WORK ACTIVITIES: (CONTINUED)

Lead and supervise a professional bookkeeping and administrative staff including completion of written performance appraisals;
Develop, seek approval of and ensure compliance with safety, public/customer relations and other Commission programs;
Collaborate with other department leaders in development and implementation of programs affecting other departments;
Follow safety rules and general work habit regulations;
Perform other duties as required.

REQUIRED KNOWLEDGE SKILLS ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles, practices and procedures of public administration, leadership and supervision in the utility industry;
Applicable knowledge of an automated accounting system and its applications;
Applicable knowledge of various modes of data entry;
Applicable knowledge of governmental budgeting practices and procedures;
Thorough knowledge of office terminology, procedures and equipment;
Thorough knowledge of business arithmetic;
Ability to plan, organize, train, develop a team approach, and supervise the work of professional and support staff;
Ability to analyze management and fiscal reports resulting in the development and implementation of cost-effective enhancements;
Ability to prepare clear, concise reports relating to complex financial, budgetary, administrative and personnel matters;
Ability to communicate effectively by being clear and concise, both orally and in writing;
Ability to establish and maintain effective relationships with other agencies/entities, customers and the general public;
Ability to apply good judgment and be accurate with all work products;
Willingness to keep up-to-date as an Administration Manager and continuously improve performance;
Committed to a "team approach" to problem-solving and the principles of "total quality management";
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in public administration, accounting, business management or a related field **AND** five years of progressively responsible administrative and/or financial management experience for a public water utility.

SPECIAL REQUIREMENT:

Possession of an appropriate New York State driver's license, with a standing acceptable to the Commission's insurance carrier, during employment.

last revised on: 6/8/94 by SCLIWC

AMjd

6/95

Title Change Only on 4/10/2000

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