

MANAGEMENT ASSOCIATE

DISTINGUISHING FEATURES OF THE CLASS: This is a business management position responsible for the supervision and performance of a wide variety of departmental matters usually including budgeting, purchasing, accounting and reporting. Activities are carried out in accordance with departmental policies under general direction with leeway allowed for the exercise of independent judgement. Supervision is exercised over the work of subordinate employees for assignments and review of work. Does related work as required.

TYPICAL WORK ACTIVITIES:

Has responsibility for personally handling administrative details in order to free the time of the department head for planning, policy-making and programming;

Develops, implements, oversees and revises systems, practices and administrative policies to provide for the efficient operation of the department;

Coordinates activities between separate units to ensure uniform application of standards;

Plans, directs and coordinates various functions of the department as assigned;

Develops and implements the use of data processing equipment to meet department needs;

Assists in the formulation of policies and procedures as well as economic projections which can impact on the administration of the department;

Trains, supervises, evaluates and disciplines assigned department staff;

May interview applicants for positions in order to recommend appointments;

Reviews and consolidates all budget requests and revenue sources to assist in the preparation and development of the budget document;

May direct departmental operation, maintenance, security and safety activities and a preventative maintenance program as assigned;

May schedule, review or participate in periodic inspections of facilities to determine needed improvements, replacements and correction of safety hazards;

Prepares a variety of records and reports on agency activities;

Provides fiscal, statistical and business management information for use in departmental reports and management decisions;

Directs the maintenance of personnel records to monitor employee pay, vacation or sick leave and resolve personnel problems;

May represent the concerns of the department at budget conferences and hearings, legislative meetings, and other meetings as required;

May direct the issuance of purchase orders to vendors and central purchasing;

May write specifications or interview vendors to discuss product lines, quality levels and product availability based on requests for supplies, services and equipment;

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the principles and practices of public administration with emphasis on effective organization, administration and management;

Good knowledge of data processing techniques and their applications;

Good knowledge of County operations and functions;

Good knowledge of modern principles and techniques involved in administrative methods and procedures studies;

Good knowledge of the functions of local government and of the character of relationships between departments and between public and private agencies;

Good knowledge of the principles and practices of modern account-keeping and budget control;

Ability to secure facts through observation, interview and investigation, and to analyze and evaluate information secured;

Ability to carry out and make special studies relating to organization, structure and policy;

Ability to analyze and resolve complex problems;

Ability to establish and maintain effective working relationships;

Ability to direct and supervise the work of others;

Ability to express oneself clearly and concisely both orally and in writing;

Ability to prepare correspondence and reports;

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A) Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in public or business administration or closely related field; OR
- B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree and two years of administrative or managerial* experience; OR
- C) An equivalent combination of training and experience as defined by the limits of A) and B) above.

* Note: Administrative Experience: Incumbents perform functions in a support role to higher level administrators. This could involve office management; participation in budget preparation and monitoring; personnel; administrative analysis, including involvement in the development and/or review of department-wide practices and procedures; evaluating departmental operations; participation in planning, management activities; purchasing; public relations; and other similar functions. In contract, "line" functions involve the delivery of services, or the day-to-day operations of a department.