

ASSISTANT ADMINISTRATOR TO THE COMMISSIONER OF PUBLIC WORKS

Code No. 3-14-371
Competitive

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative position responsible for assisting a Commissioner of Public Works with departmental budgeting and projecting budgetary impacts of proposed programs as well as accounting, purchasing and other financial related activities. Duties also involve assisting with various projects and programs for the department, with an emphasis on the financial aspects of each. The employee reports directly to, and works under the general supervision of the Commissioner of Public Works or other higher level staff member. General supervision is exercised over clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Develops and submits annual departmental budget, and monitors spending for compliance throughout the year;

Administers State and Federal grant and improvement programs;

Assists with developing various annual public works projects, and other capital improvement programs;

Assists the Commissioner in providing coordinative and supportive services to departments and outside agencies;

Assists in the development of short and long range policies;

Performs routine accounting function related to managing the financial resources of the Department;

Assists financial auditors by providing required documentation of public works activities;

Develops bid packages for various town projects and purchases including final approval on vouchers;

Projects budgetary impacts of all proposed departmental program and staffing changes;

Attends road program planning meetings and gathers information on pricing and quantities to develop a comprehensive cost projection;

Assists the Commissioner in providing assistance to departments and other agencies for planning, budgeting, purchasing, and other management services;

Assists the public in obtaining efficient services and accurate information through direct action on individual inquiries and providing information on the status of departmental programs;

Assists with the public works portion of the Community Development Block Grant program by reviewing roads selected for funding to ensure funding requirements are met, monitors expenditures, and maintains records;

Maintains town contracts to ensure contract requirements are fulfilled;

Provides financial information for grants including cost estimates based on current and projected rates for labor, equipment and materials;

Assists with handling agreements with government and private entities;

Monitors payroll accounts to ensure payroll is consistent with the annual budget;

Assists staff with processing of conference requests;

Reviews and updates the snow and ice operational plan, submits the plan to Monroe County and New York State's Departments of Transportation, and reviews related contracts for accuracy;

Allocates and monitors payroll funding and expenditures for operating accounts as well as annual programs;

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the activities and goals of a public works department; good knowledge of State and Federal grant and improvement programs; good knowledge of the principles of effective budget preparation and monitoring; good knowledge of the techniques of internal control; ability to prepare and maintain contracts and agreements; ability to contribute to the development of internal policies; ability to supervise the work of others; ability to interpret and apply state, federal, and local government laws, rules and regulations with regard to the preparation of financial records; ability to prepare and analyze complex and accurate financial reports; ability to establish and maintain effective professional relationships; ability to communicate orally and in writing; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma plus EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Master's degree, plus two (2) years paid full time or its part time equivalent professional* experience in administrative or budgetary analysis, financial activities, or planning activities in a public works operation; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree, four (4) years paid full time or its part time equivalent professional* experience as defined in (A) above; OR,
- (C) An equivalent combination of education and experience as defined by the limits of (A) and (B) above.

*professional experience does not include clerical, secretarial, labor, maintenance or similar experience.

SPECIAL REQUIREMENTS: If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the job.

ADOPTED: July 6, 2000

REVISED: September 7, 2000

REVISED: December 4, 2014