

ADMINISTRATIVE SERVICES OFFICER (Schools)

Competitive

(Adopted: August 23, 1989)

(Revised: February 4, 1991)

DISTINGUISHING FEATURES OF THE CLASS: This is important work involving responsibility for directing a variety of administrative activities connected with the substantive program of a large school district or B.O.C.E.S. Typically, these activities include budgeting, administration, supervision, inventory control and related business management duties. An incumbent serves under general supervision of the Superintendent of Schools with wide leeway allowed for the exercise of independent judgment and initiative in carrying out the details of the work in accordance with established policies and procedures. Supervision is exercised over the work of clerical and other subordinate staff. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

In collaboration with the Superintendent of Schools, prepares preliminary and final annual budgets and reports;

Prepares State Aid claims and reports and rent aid reports for submission to the State Education Department;

Prepares bids, reviews comparative pricing and oversees state contract purchase of supplies and equipment;

Monitors and approves purchase orders within the incumbent's area of responsibility;

Oversees the microcomputer and audio visual operations including purchasing of equipment and supplies, training of personnel and scheduling of timely repair;

In a B.O.C.E.S., may be responsible for the operation of a minicomputer, the local network connection of the school districts within its jurisdiction and may administer a Software Library Service;

Coordinates the operating and administrative functions within the department;

Initiates and installs work methods and procedures to promote economy and efficiency within the department;

Serves on committees as deemed necessary by the Superintendent of Schools;

Prepares cost and state aid projections for construction projects;

Evaluates clerical staff and completes annual performance evaluation appraisals of individuals within the department;

May interview and hire clerical staff as vacancies occur within the department;

Prepares a variety of correspondence and reports as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of modern principles and practices of business administration and budgetary procedures; good knowledge of office management and supervision; good knowledge in the solution of complex clerical and administrative problems; ability to plan, supervise, direct and coordinate effective administrative programs involving many diverse activities; ability to prepare detailed records and reports; ability to secure the cooperation of others; ability to deal with the public and represent the department in contacts with other agencies; sound judgment; 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 with specialization in accounting, business, public administration or related field and two (2) years of progressively responsible business, financial, administration or accounting experience which shall have been in a supervisory capacity; or
- (b) Six (6) years of progressively responsible business financial administration or accounting experience; two (2) years of which shall have been in a supervisory capacity; or
- (c) An equivalent combination of experience and training as defined by the limits of (a) and (b) above.