

**TOMPKINS COUNTY CIVIL SERVICE
EXAMINATION
Inclusion Through Diversity**

OPEN TO THE PUBLIC

Tompkins County Department of Human Resources Office
125 E. Court Street
Ithaca, NY 14850
(607) 274-5526

Tompkins County is an Equal Opportunity/Affirmative Action employer. Minorities and women are encouraged to apply

TITLE: Director of Administrative Services Trainee

EXAM NO: 64693

SALARY: \$39.93 Hire Rate, \$43.40 Working Rate

TYPE OF EMPLOYMENT: Full-time

EXAM DATE: 12/10/22

ISSUE DATE: 10/07/22

THE FINAL DATE TO FILE APPLICATIONS: 10/22/22

DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING: 12/11/22

RESIDENCY: Candidates must have been legal residents of Tompkins County or one of the six adjoining counties (Cayuga, Chemung, Cortland, Schuyler, Seneca, Tioga) for at least one month immediately preceding the date of application and maintain residency. For Examinations: The eligible list resulting from the examination will be established in accordance with the final earned numerical ratings of passing candidates regardless of residence. A municipality or district may exercise its right under section 23-4-a. of Civil Service Law to request a certification of eligible candidates who have been residents of that municipality or district for at least one month prior to appointment. After the names of residents have been exhausted, Tompkins County must then certify the names of non-residents on the list.

THE USE OF A QUIET HAND HELD CALCULATOR IS ALLOWED FOR THIS EXAMINATION.

LOCATION OF POSITIONS/VACANCIES:

There is currently one vacancy in the title of Director of Administrative Services Trainee located at Tompkins County Department of Social Services. The eligible list resulting from this open competitive examination may be used to fill any full-time, part-time, and/or temporary vacancies that may occur during the life of the eligible list.

MINIMUM QUALIFICATIONS: EITHER:

(a) Graduation from a regionally accredited or New York State registered four-year college with a bachelor's degree **AND** three (3) years of full-time (or the equivalent part-time) paid experience supervising and directing one or more of the following administrative functions for either a sizeable department, division, or branch of a large organization or the entirety of a small organization: accounting, budget management, contract administration, and/or human resources; **OR**

(b) Completion of two years (60 semester hours) of study in a regionally accredited or New York State approved college or university **AND** five (5) years of full-time (or the equivalent part-time) paid experience supervising and directing one or more of the following administrative functions for either a sizeable department, division, or branch of a large organization or the entirety of a small organization: accounting, budget management, contract administration, grant administration, and/or human resources; **OR**

(c) Graduation from high school or possession of a high school equivalency diploma **AND** seven (7) years of full-time (or the equivalent part-time) paid experience supervising and directing one or more of the following administrative functions for either a sizeable department, division, or branch of a large organization or the entirety of a small organization: accounting, budget management, contract administration, grant administration, and/or human resources; **OR**

(d) Any equivalent combination of training and experience as described in (a), (b) or (c) above.

Tompkins County is committed to Equity and Inclusion. We encourage those with similar values to apply.

DISTINGUISHING FEATURES OF THE CLASS:

Over the course of a maximum 18-month traineeship, an incumbent in this class will be expected to gain the knowledge and skills necessary to coordinate, supervise, and manage the administrative services operations of the Department of Social Services.

These involve a wide variety of specialized organizational functions, including accounting services, budget creation and management, contract administration, information and communication technology support, fleet management, personnel administration, and the interpretation and implementation of directives authored by other State and County authorities.

Work will be performed under the direct supervision of the Director of Administrative Services, and the indirect supervision of the Deputy Commissioner and Commissioner of Social Services. Frequent exercise of a significant degree of independent judgement will be required.

The incumbent will be part of the Department's Senior Staff team. They will develop positive working relationships with the other team members, as well as appropriate contacts within other County Departments, local human services agency partners, and State agencies. The incumbent will perform all related duties as needed.

TYPICAL WORK ACTIVITIES:

- Plans, directs, and coordinates various administrative services functions and personnel;
- Formulates policy and procedures for the fiscal and general administration of the department;
- Assists the Commissioner in developing and administering policies related to administration, budget, personnel, and agency procedures;
- Maintains contacts with departmental units, other county departments, service providers, and State oversight agencies concerning fiscal procedures and departmental administration;
- Coordinates information technology and telecommunications services in all department divisions and provides technical support and oversight of the department's computing and digital communications functions;
- Analyzes directives, bulletins and information material issued by the State oversight agencies (OTDA, OCFS, DOH, and DOB) and the county's administrative departments in order to develop congruent departmental procedures and practices;
- Develops staffing and funding requirements for inclusion in the budget;
- Makes feasibility studies of administrative changes to improve operations;
- Conducts fiscal analysis of programmatic changes, assists in the preparation of budget materials, draft Resolutions, and other information for presentation to the Human Services Committee and the County Legislature;
- Serves as a liaison to the Human Resources Department for purposes of administering all departmental personnel actions and reporting;
- Supervises maintenance of department supplies, equipment, and fixed asset inventory accounts;
- Oversees equipment orders and the use and maintenance of all department-managed equipment, including fleet vehicles;
- Serves as departmental contract management officer and monitors contracts, service agreements and leases for office space to ensure compliance by contract agencies and landlords;
- Supervises staff recruitment, selection, training, and evaluation;
- Prepares a variety of accounting, statistical and narrative reports;
- Supervises the department's IT support unit;
- Supervises the combined departmental Accounting and Data Entry unit;

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of current principles and practices of business administration, accounting, and budgeting;
- Thorough knowledge of the principles, practices, and techniques of personnel administration;
- Thorough knowledge of the policies, laws and regulations affecting Social Services activities;
- Thorough technical knowledge of the State and Local IT systems and interactions among the divisions and county departments;
- Good knowledge of public administration as it applies to local government;
- Ability to understand and carry out complex written and verbal instructions;
- Ability to plan, evaluate and direct the work of others;
- Ability to train and supervise employees in office methods and procedures;
- Ability to establish and maintain cooperative relations with the public and other governmental and private agencies;
- Ability to prepare accounting, statistical and narrative reports;
- Ability to perform close, detail work involving considerable visual effort and strain;
- Ability to operate a personal computer and experience with various software;
- Good judgment;
- Physical condition commensurate with the demands of the position.

PHYSICAL, MENTAL AND ENVIRONMENTAL DEMANDS:

The employee must be able to sit for extended periods of time within a standard eight-hour work day. Other types of physical effort are minimal with the exception of the occasional requirement to lift boxes of office supplies and paper goods up to twenty pounds. The incumbent's visual acuity must be sufficient to enable him or her to see and accurately work with information on a computer screen and be able to satisfactorily perform the essential functions of this job. The employee's hearing must be sufficiently acute to enable him or her to hear, understand and carry out verbal instructions. The employee must have the physical ability to manipulate a computer keyboard and other types of office equipment. These fine motor skills include considerable hand/eye coordination and the full use of fingers, hands and arms to perform the essential functions of this job. Environmental factors include the ability to work closely and cooperatively in close physical proximity with others. He or she may occasionally be required to work alone. Almost all work is performed indoors in a temperature-controlled environment, so excessive heat, cold, humidity, noise, etc., are not factors that are significant to this job. The employee may at times be asked to drive to get to remote locations, or otherwise demonstrate the ability to meet the limited transportation requirements of this job.

The work involves considerable demands from extremely tight deadlines generated by regulatory mandates. High interpersonal skills are necessary in order to plan and coordinate inter-departmental cooperation and collaboration across a diverse range of professionals. Internal contacts are across departments and affect the development and implementation of projects or issues.

External contacts include communication and negotiation with representatives from oversight agencies, contractual service providers, technology vendors, grant funders, and others as necessary to develop and deliver programs and services. Client contact is not a necessary function of this position. The work environment has minimal exposure to disagreeable physical conditions and the employee's risk of accident or injury is low. The work will require strong skills in the use of standard business software to generate reports accurately and efficiently. To be effective, the incumbent will need to acquire a high level of operational knowledge regarding several State-supported and State-mandated databases and applications. The nature of this position is such that it requires moderate visual effort on a day-to-day basis.

Originally created: 10/2021

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COMPLETE SCOPE OF THE EXAMINATION AND EXPANDED SUBTEST DESCRIPTIONS:

Preparing written material

These questions test for the ability to present information clearly and accurately, and to organize paragraphs logically and comprehensibly. For some questions, you will be given information in two or three sentences followed by four restatements of the information. You must then choose the best version. For other questions, you will be given paragraphs with their sentences out of order. You must then choose, from four suggestions, the best order for the sentences.

Understanding and interpreting written material

These questions test for the ability to understand and interpret written material. You will be presented with brief reading passages and will be asked questions about the passages. You should base your answers to the questions **only** on what is presented in the passages and **not** on what you may happen to know about the topic.

Understanding and interpreting tabular material

These questions test your ability to understand, analyze, and use the internal logic of data presented in tabular form. You may be asked to perform tasks such as completing tables, drawing conclusions from them, analyzing data trends or interrelationships, and revising or combining data sets. The concepts of rate, ratio, and proportion are tested. Mathematical operations are simple, and computational speed is not a major factor in the test. **You should bring with you a hand-held battery- or solar-powered calculator for use on this test.** You will **not** be permitted to use the **calculator** function of your **cell phone**.

Administrative supervision

These questions test for knowledge of the principles and practices involved in directing the activities of a large subordinate staff, including subordinate supervisors. Questions relate to the personal interactions between an upper level supervisor and their subordinate supervisors in the accomplishment of objectives. These questions cover such areas as assigning work to and coordinating the activities of several units, establishing and guiding staff development programs, evaluating the performance of subordinate supervisors, and maintaining relationships with other organizational sections.

Administration

These questions test for knowledge of the managerial functions involved in directing an organization or an organizational segment. These questions cover such areas as: developing objectives and formulating policies; making decisions based on the context of the administrator's position and authority; forecasting and planning; organizing; developing personnel; coordinating and informing; guiding and leading; testing and evaluating; and budgeting.

Test guide:

The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication 'General Guide to Written Tests' helpful in preparing for this test. This publication is available on line at: <https://www.cs.ny.gov/testing/testguides.cfm>.

FURTHER INFORMATION AND INSTRUCTIONS

Falsification of any part of the "Application for Employment" will result in disqualification.

Accepted candidates will be notified when and where to appear for the examination. If you do not receive your notice to appear at least three days before the date of the written examination, call Tompkins County Department of Human Resources at 274-5526. If an application is disapproved, due notice will be sent. This department does not make formal acknowledgment of the receipt of an application or take responsibility for non-delivery or postal delay.

Applicants must answer every question on the application form and make sure that the application is complete in all respects. Incomplete applications will be disapproved.

ACTIVE MILITARY PERSONNEL, VETERANS OR DISABLED VETERANS desiring to claim additional credit will request the Veterans Credits application form, at any time between the date of application for examination(s) and the date of the establishment of the resulting eligible list. You must meet the requirements set by NYS for these credits and they may be used only once. **YOU MAY NOT CLAIM ADDITIONAL CREDITS AFTER THE ELIGIBLE LIST HAS BEEN ESTABLISHED. IT IS THE CANDIDATE'S RESPONSIBILITY TO REQUEST THE VETERANS CREDIT APPLICATION FORMS AND TO SUBMIT THESE FORMS AND ANY SUPPORTING PAPERWORK BEFORE THE ELIGIBLE LIST IS ESTABLISHED.**

Tompkins County's written examinations are prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations, which deal with the rating and review of the examinations apply.

The duration of the eligible lists may be fixed for a minimum of one and a maximum of four years and may be extended beyond four years if there has been a restriction against the filling of vacancies in that title.

The candidates must complete a separate "Application for Employment" for each open-competitive and/or promotional examination that the candidate is eligible to take.

All experience required meeting the acceptable training and experience is full-time experience. (Part-time experience will be credited on a prorated basis).

Appointment from an eligible list must be made from the top three candidates willing to accept the appointment.

Tompkins County is an Equal Opportunity Employer. As part of its efforts to provide employment opportunities to the physically handicapped, Tompkins County Civil Service has adopted a rule permitting the employment of qualified physically handicapped persons without competitive examination (pursuant to Section 55 of Civil Service Law). If you meet the minimum qualifications for this position and wish to know more about this rule, please contact the Tompkins County Department of Human Resources Office.

Unless otherwise notified, candidates are permitted to use quiet, hand-held, and solar or battery powered calculators. Devices with Typewriter Keyboards, Spell Checkers, Personal Digital Assistants, Address Books, Language Translators, Dictionaries or any similar devices are prohibited. You may not bring books or other reference materials.

CROSS-FILING - APPLYING FOR CIVIL SERVICE EXAMINATIONS IN MULTIPLE JURISDICTIONS WHEN EXAMINATIONS ARE SCHEDULED ON THE SAME DATE: When applying for examinations across multiple jurisdictions - all of which are scheduled on the same day - you must submit a Tompkins County Cross-Filing Form. This form must be submitted no later than 4:30 PM on the final filing date of the examination. On this form, list each examination that you are taking and then tell us where you would like to sit. The purpose is to ensure that all of the test materials for the various examinations that you are taking will be available in one location. If you do not provide the cross-filing form to us by the final filing date, we cannot ensure that we can accommodate your desire to cross-file. If any of the examinations are State level examinations, you must sit at the State test center. You will still need to complete the Tompkins County cross-filing form. If sitting at the State site, the State will notify you of when and where to report for your examination(s) and you should bring all admittance letters to the State site. If you are not taking a State examination, bring all admittance letters to your chosen testing site. If you have any question please call Tompkins County Department of Human Resources Department (607) 274-5526. The Cross File form is located at <http://www.tompkins-co.org/personnel/CivilSrvForms/index.html>

FOR RELIGIOUS ACCOMMODATION AND HANDICAPPED PERSONS: If special arrangements for testing are required, please indicate this on your application.

ALL CANDIDATES FOR EMPLOYMENT FOR POSITIONS IN SCHOOL DISTRICTS AND BOCES GOVERNED BY TOMPKINS COUNTY CIVIL SERVICE MAY HAVE THE FOLLOWING SPECIAL REQUIREMENT. PER CHAPTER 180 OF THE LAWS OF 2000, AND BY REGULATIONS OF THE COMMISSIONER OF EDUCATION, TO BE EMPLOYED IN A POSITION DESIGNATED BY A SCHOOL DISTRICT OR BOCES AS INVOLVING DIRECT CONTACT WITH STUDENTS, A CLEARANCE FOR EMPLOYMENT FROM THE STATE EDUCATION DEPARTMENT IS REQUIRED.

In conformance with Section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duties shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of firefighter or police officer killed in the line of duties in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.

BACKGROUND INVESTIGATION: Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

TOMPKINS COUNTY PERSONNEL DEPARTMENT, 125 EAST COURT STREET, ITHACA, NY 14850