

## **ASSISTANT TO THE COMMISSIONER OF PUBLIC WORKS**

**DISTINGUISHING FEATURES OF THE CLASS:** This work involves overseeing the administrative office of the Department of Public Works, including but not limited to budget control, maintenance of financial accounts and records, preparation of reports and records of department activities, micro-computer operations, inter-agency liaison and public contact. The incumbent also provides town and village highway officials with advice and assistance in administrative matters. The work is performed under the general administrative direction of the Commissioner of Public Works. Direct supervision is exercised over a small clerical staff. Does related work as required.

**TYPICAL WORK ACTIVITIES: (Illustrative Only)** Develops and implements accounting methods in accordance with New York State established procedures; Prepares reports and tabulates statistics for major maintenance work, bridge construction, snow and ice control and specific highway projects; Reviews and monitors accounting for snow and ice control and other work performed by County forces for other municipalities or departments for the purpose of billings of accounts receivable and for billing from other municipalities for work done by them for the County and oversees preparation of accounts payable; Manipulates databases and develops simple database programs; Applies for reimbursement through NYSDOT for State and Federal funding; Coordinator for Dig Safe NY in accordance with State law; Maintains cost control and records for special projects, i.e. FEMA, New York City contracts, Stream Clearance, etc.; Reviews and answers inquiries, complaints or claims against the County by the public; Arranges for advertising of bids for materials, equipment or contract work and prepares summaries of lettings, prepares the necessary resolutions for Board of Supervisors adoption of bids, informally solicits bids, where appropriate in accordance with the county's procurement policy; Audits vendors claims for payment and coordinates the preparation of invoices, vouchers and abstracts for payment; Updates computer runs of major work components to provide data for expenditures control and cash surveillance; Prepares reports of damage claims by the public for forwarding to the County's insurance carrier; Manages Public Works petty cash funds; Prepares any permits required by the County for such operations as special hauling, driveway digging, etc., along or over County highways by non-County forces; Advises and consults with Town Highway Superintendents in areas of purchasing, permits; Advises and consults with the public and deals with inquiries from the public concerning work under way, historical records, plans, and specifications.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of business arithmetic, accounting principles and practices, budgetary control procedures and office procedures; Good knowledge of business terminology and the ability to properly apply it in written and spoken English; Ability to create spreadsheets using graphs, macros, tables, etc; Ability to use and manipulate database programs on a micro-computer to ensure efficiency in tracking expenditures and revenues and to keep the department's changes compatible with changes in other departments; Ability to compile and interpret tabular data and to produce reports of this data including output by a computer; Ability to establish and maintain fruitful working relationships with fellow employees and other municipal offices; Good typing and business skills for use with word processing; Tact, courtesy, good judgment, and unruffled demeanor and the ability to deal with the public calmly, objectively, uniformly and fairly. Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS: EITHER:**

- A. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a bachelor's degree, which includes a minimum of 12 semester credit hours in accounting, finance, public or business administration or related fields and two years of experience in maintaining financial accounts and records which involved using a microcomputer to create and maintain databases and spreadsheets in tracking expenditures and revenues; OR
- B. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an associate's degree, with at least 12 semester credit hours in accounting, finance, public or business administration or related fields and four years of experience as described in (A) above; OR
- C. An equivalent combination of education and experience as defined by the limits of (A) and (B) above.

**SPECIAL REQUIREMENT:** Must possess or obtain a notary public license.

Adopted 9/25/86

Revised 12/28/00; 5/16/18