

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, 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; Budget preparation, monitoring, and reporting; Handles reimbursement; 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; 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.; Backs up payroll functions; 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 necessary resolutions for Board of Supervisors' adoption of bids, and informally solicits bids, where appropriate, in accordance with the county's procurement policy; Content development with social media manager; 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; Good knowledge of General Municipal Highway Law; Ability to create spreadsheets using graphs, macros, tables, etc; Ability to use and manipulate database programs 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, 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 college or university 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 five years of experience in maintaining financial accounts and records which involved using a computer to create and maintain databases and spreadsheets in tracking expenditures and revenues;
OR
- B. Graduation from a college or university with an Associate's Degree, with at least 12 semester credit hours in accounting, finance, public or business administration, or related fields, and seven 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.

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

Adopted 9/25/86

Revised 12/28/00; 5/16/18; 11/27/23