

WAYNE COUNTY
CIVIL SERVICE – HUMAN RESOURCES

26 Church Street * Lyons, New York 14489
Telephone: (315)946-7483 Facsimile: (315)946-7488 Web: www.co.wayne.ny.us

Applications are being accepted for the position of:

MANAGEMENT ASSISTANT

Wayne County, New York

Salary depending on qualifications within authorized amount.

Excellent Benefit Package

The Wayne County, NY County Administrator's Office is seeking qualified candidates for the position of Management Assistant. The position is new as is the position description and is authorized to be filled on or after March 15, 2012.

This position is currently being reviewed by the New York State Civil Service Commission. It is anticipated that the position will be placed in the Non-competitive class or Exempt class. Applicants need to be aware, however, that the position could be determined to be Competitive and require testing and successful placement on a Civil Service List. Appointment will be Provisional pending Civil Service determination.

An incumbent will assist the County Administrator and departments in determining and implementing management improvements, performing special research assignments and management analysis, and in performing tasks associated with County Compliance Policy. The incumbent will report directly to the County Administrator and will assist the County Administrator in overseeing day-to-day operations of the county and could, when so designated, act on behalf of the County Administrator in their absence.

Applicants are encouraged to read and understand the complete position description. The successful candidate will be expected to have a high level of management experience in a multi-faceted organization and significant analytical experience, excellent writing skills, and an ability to work with department heads and staff at various levels with a team approach. High ethical standards are expected.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Public Administration, Business Administration, Finance, Economics, Mathematics, Statistics, or a closely related field, plus four (4) years of full time paid or its part-time or equivalent experience in, management and budget analysis, financial planning, financial analysis, or management analysis in a larger organization, preferably in the public sector, and in a complex, multi-functional environment, one (1) of which shall have involved the operation of a computer using software related to the reporting and analyses of data; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with a Master's degree in Public Administration, Business Administration, Finance, Economics, Mathematics, Statistics, or a closely related field, plus two (2) years of experience as defined in (A) above, one (1) of which shall have involved the operation of a computer using software related to the reporting and analyses of financial data; OR,
- (C) Any equivalent combination of training and experience as defined by the limits of (A) and (B) above.

Note: A college transcript is required showing proof of credit hours.

A complete position description and application may be obtained from the Wayne County website www.co.wayne.ny.us. Applications may also be obtained at the Wayne County Human Resources Department, 26 Church Street, Lyons, NY 14489. Return completed applications to Charles A. Dye, Director of Human Resources. First review of applications will be February 6, 2012; recruitment will remain open until a suitable candidate is selected.

Wayne County is an Equal Opportunity Employer.

MANAGEMENT ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: This position assists the County Administrator and departments in determining and implementing management improvements, performing special research assignments and management analysis, and in performing tasks associated with the County Compliance Policy. The position will also assist the County Administrator in overseeing the day-to-day operations of County government. The employee reports directly to and works under the general supervision of the County Administrator exercising independent judgment in organizing materials/data and selecting the methodology required to complete assignments. The incumbent may be designated to act on behalf of the County Administrator during absences of the administrator. The incumbent will provide assistance to the County Administrator in developing policies to recommend to the Board of Supervisors. Supervision may be a responsibility of this position; an incumbent may coordinate the work of a team of departmental, or inter-departmental, management, technical and/or clerical employees for assigned projects. Oversight of consultants may also be a feature of this class. Work involves utilization of a computer in performance of duties. Does related work as required.

TYPICAL WORK ACTIVITIES:

Consults with department heads, and/or senior staff members on matters relating to department management, efficiency, and effectiveness;

- Conducts reviews of Compliance Complaints and gathers information at the direction of County Administrator;
- Analyzes department operations and identifies specific improvements in functions or programs;
- Develops and reviews departmental statements of goals and objectives and recommends evaluation measures for each function or program;
- Designs procedures for collecting, reviewing and reporting performance and evaluation data;
- In collaboration with the Fiscal Assistant, identifies potential improvements in department efficiency or effectiveness by identifying possible changes in organization, staffing, allocation of resources, work methods, information flow, or other means;
- Works with the County Administrator and county staff in the implementation of management reporting and improvements thereon;
- Utilizes information from departments, from other counties, and from outside agencies in order to carry out reviews and analysis;
- Organizes materials, analyzes data, and may in consultation and collaboration with the Fiscal Manager develop financial and narrative reports including variance narratives;
- Conducts analysis and prepares reports on multi-departmental or county-wide studies under the direction of the County Administrator;
- Position may be assigned less complex county departments for regular managerial interaction and direction at the discretion of the County Administrator;

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the principles and practices of public administration; good knowledge of local government organization and functions; good knowledge of basic research procedures and statistical methods used in management and financial analysis; working knowledge of the application of computer systems to financial and management analysis; ability to understand, interpret, and analyze quantitative data; ability to understand, interpret, and analyze complex and detailed written material; ability to organize material and prepare effective narrative reports and business correspondence; superior writing skills and the ability to present complex information and data in terms that are easily understood; ability to plan and organize individual workload and meet established deadlines; ability to plan, organize, and monitor the workload for clerical and technical staff for assigned projects; ability to establish and maintain effective working relationships with internal staff and with representatives from other departments and agencies; ability to operate a computer using software related to the reporting and analysis of financial data; initiative, ability to identify means of innovation, good judgment; demonstrated ability to multi-task; physical condition commensurate with demands of the position.

MINIMUM QUALIFICATIONS: EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Public Administration, Business Administration, Finance, Economics, Mathematics, Statistics, or a closely related field, plus four (4) years of full time paid or its part-time or equivalent experience in, management and budget analysis, financial planning, financial analysis, or management analysis in a larger organization, preferably in the public sector, and in a complex, multi-functional environment, one (1) of which shall have involved the operation of a computer using software related to the reporting and analyses of data; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with a Master's degree in Public Administration, Business Administration, Finance, Economics, Mathematics, Statistics, or a closely related field, plus two (2) years of experience as defined in (A) above, one (1) of which shall have involved the operation of a computer using software related to the reporting and analyses of financial data; OR,
- (C) Any equivalent combination of training and experience as defined by the limits of (A) and (B) above.

SPECIAL REQUIREMENT: A valid license to operate a motor vehicle in New York State is required upon appointment, or otherwise demonstrate the capacity to meet the transportation requirements of the job.

Demonstration of work product relative to writing skills and analytical skills also will be required.

Approved & Adopted 10/19/11