

COMMISSIONER OF ADMINISTRATIVE SERVICES

DISTINGUISHING FEATURES OF THE CLASS: This is an appointed position by the Mayor. The incumbent in this position plans, directs, and oversees the full operations of the Department of Administrative Services, providing centralized administrative functions to support all City departments. The Department is comprised of the Offices of; Budget, Human Resources, Innovation & Performance, Information Technology, Purchasing, MWBE Compliance, Payroll, Equal Employment Opportunity (EEO), Civil Service, Public Records, Energy & Sustainability, and Cultural Affairs. General direction is received from the Mayor.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Provides strategic leadership, policy direction, and administrative oversight across all divisions of Administrative Services;
- Ensures equitable, effective, and sustainable departmental operations aligned with City-wide goals;
- Prepares forms and instructions for use by department heads in submitting yearly budget requests or revisions;
- Oversees and administers all policies, procedures and duties in all the departments and sub-departments that fall under Administrative Services;
- Oversees and administers the city's human resource and employment training programs and initiatives;
- Prepares an annual report describing the activities of employment training and education programs funded either through the government or the City of Albany. Prepares a description of the programs administered by city departments, including staff, services, resources and cost associated with the individual programs;
- Prepares a performance standards report to compare the service delivery area's standard for programs administered by the City of Albany including employment rates;
- Reviews departmental budget requests to identify areas requiring further justification or explanation;
- Studies submitted budget material and discusses material with department heads to verify needs and makes necessary adjustments as required;
- Works with the Mayor and Chief City Auditor to maintain expenditures and finalized budget;
- Assembles budget data and prepares analyses for review by the Mayor, including vacancies, cost trends and salary projections;
- Makes recommendations to the Mayor for effective and efficient utilization of available resources;
- Prepares and reviews with department heads estimated revenues, state and federal aid resources and estimated receipts for the forthcoming fiscal year;
- Prepares the final budget resolution for the Board of Estimate and Apportionment approval and submission to the Common Council for final approval;
- Attends meetings of the Budget Committee of the Common Council to provide data and justifications for the proposed budget;
- Provides department heads, upon approval of the budget, with the facts and figures regarding their department allocations and insures their awareness of appropriations and limitations;
- Oversees the publication and distribution of the approved budget;
- Monitors spending of the various departments throughout the year, analyzing trends and insuring that departments remain within their budget allocations;

- Monitors revenues of the city to determine any variance from budget estimates;
- Advises the Mayor and Chief City Auditor when overspending or revenue decreases may occur;
- Closely monitors last quarter spending to insure that departments remain within their allocations or realize a decrease in spending;
- Prepares resolutions of the Board of Estimate and Apportionment to authorize transfers of funds within or between departments;
- Takes a hands-on lead position of developing, implementing, and maintaining a comprehensive job cost system;
- Directs and oversees all aspects of the Finance & Accounting functions of the organization;
- Evaluates and advises on the impact of long range planning, introduction of new programs/strategies and regulatory action;
- Establishes and maintains strong relationships with senior executives so as to identify their needs and seek full range of business solutions;
- Provides executive management with advice on the financial implications of business activities;
- Manages processes for financial forecasting, budgets and consolidation, and reporting to the city;
- Provides recommendations to strategically enhance financial performance and business opportunities;
- Ensures that effective internal controls are in place and ensures compliance with GAAP and applicable federal, state and local regulatory laws and rules for financial and tax reporting;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Comprehensive knowledge of principles and practices of municipal administration;
- Strong understanding of public-sector budgeting, procurement laws, civil service rules, and personnel; administration. Comprehensive knowledge of City government organization, function and operation;
- Ability to lead multiple divisions, set strategic direction, and ensure equitable, efficient, and sustainable operations;
- Thorough knowledge of cost estimating and revenue projection;
- Thorough knowledge of mathematics, statistics and financial analysis;
- Ability to establish and maintain amiable relationships with persons from a variety of fields and divergent backgrounds;
- Ability to gather, analyze and summarize fiscal data and information;
- Ability develop new operating procedures, organizational structures and fiscal policies;
- Ability to evaluate procedures, organizational structures and fiscal policy effectiveness, and to identify fiscal problems and recommend solutions;
- Ability to apply guidelines, procedures and policies governing the budget preparation process;
- Resourcefulness;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. Master's Degree in Public Administration, Business Administration, Organizational Leadership, Public Policy, or a closely related field and six (6) years of fulltime paid experience in progressively responsible administrative, managerial, or executive leadership roles within government, public administration, or large-scale organizational management; **OR**
- B. Bachelor's Degree in Public Administration, Business Administration, Organizational Leadership, Public Policy, or a closely related field and eight (8) years of fulltime paid experience in progressively responsible administrative, managerial, or executive leadership roles within government, public administration, or large-scale organizational management.; **OR**
- C. Any equivalent combination of training and experience as defined by the limits of (A) and (B) above.

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.